

"Genius Loci: Perspectives from Working within the Drawings and Documents Archive"

An Honors Thesis (HIST 369-3M)

by

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Abstract

The thoughts of young professionals are usually kept only to themselves – whether through a feeling of respect toward, or intimidation from, their older colleagues and mentors – something which may be seen as a disservice to fields experiencing rapid growth, and to the expression of innovative ideas and methods which the young reservedly consider in the hope of distinguishing or improving the work of their own generation. Contained within this volume are such thoughts, recorded over the course of a young intern's first venture into the professional realm of his field. They surround the processing of a rather large collection within an incredible archive: that of the architectural firm of Wright, Porteous & Lowe, Inc., an extremely talented collaborative once based in Indianapolis, Indiana. An excellent example of the work of a middle western firm of the mid- to late-20th Century, their collection measures 157 cubic feet of material, and is a testament to residential, commercial, and industrial architectural design of the time period. In the summer and fall of 2015, I undertook an internship as a nine credit hour capstone to the Public History program at Ball State University, working over 450 hours during this time to complete the academic and archival work required of the program. Through the experience, I also simultaneously developed my skills as a student and professional to a level previously unknown, and recorded the thoughts, conversations, and ideas which occurred as a result. They are contained in the work presented here, so as to give my own perspective, and perhaps establish the genius loci of the experience through the emotions and reflections had during this time of discovery.

Acknowledgements

I would like to take the opportunity to sincerely thank my grandparents and parents, who originally ignited and continue to encourage my passion in the study of history.

Furthermore, thanks are also owed to Dr. Michael Doyle, director of the Ball State University Public History program, for his help as an academic advisor throughout the course of my undergraduate education, internship mentor, and thesis advisor, overseeing my final and greatest accomplishment in the pursuit of my baccalaureate.

Honors College Thesis Author's Statement: January, 2015

"Genius Loci: Perspectives from Working within the Drawings and Documents Archive"

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In classical history, the Romans regarded a "*genius loci*" as a religious spirit, one which protected the place over which it resided. Today, this spiritual ideology is still recognized, though adapted out of its religious context to more simply describe – often through architectural or environmental means – the general emotions which a particular landscape, space, or structure conjures.

Working as an assistant archivist in the Ball State University Libraries' Drawings and Documents Archive (located within the College of Architecture and Planning) through the course of a recent internship, I quickly garnered a respect for the purpose and rich historic qualities which the archive – and many like it – hold for historians and the public alike. Furthermore, I was also struck with similar sentiments toward the very drawings and collections which I worked with over the course of my 450 hours as an intern, and what their contents represented. The feeling of a rich historical presence, the significance of the archive to the record of architectural history, and the context of the collections and their drawings all lent themselves to the creation of the archives' *genius loci*, and adding to the satisfaction I received from my time spent within.

In the course of my 120-day research and experience, I kept an active account of my work through a journal, sitting down at the end of each day to reflect upon the most recent lessons learned. I mentally turned these bits of intellectual perspective each day, mulling over them in an effort not only to help myself grow as a professional, but also to regularly consider the impacts which current and developing trends may have upon the archival community, the purpose for particular practices and methods, and how historical institutions, especially archives, might be affected by both changing and future physical and social environments.

Now, I plan to incorporate these written perspectives on archival science as part of my Honors Thesis while an undergraduate history major, utilizing this thesis to exhibit how my time as an assistant archivist became the apogee of my education at Ball State University. I wish to undertake this project as a means of addressing my recent experience cumulatively, reflecting on its relation to my education as both an Honors and History student to determine its overall significance to my time at BSU. In many ways, the research which I would need to take on in this regard is already complete, meaning the hours which I spent drafting and compiling my reflections will become even more worthwhile to my education. Finally, this endeavor remains a rather personal one for me – a professional and academic journey toward the end of my undergraduate education – meaning the work which I am about to undertake in preparing my thesis should be invaluablely rewarding on multiple levels.

The intended target audience for my thesis includes fellow current historians, colleagues throughout other various fields, and the prospective historians to follow, who may look to the perspectives gathered through my work to themselves gain a feeling for the *genius loci* of the Drawings and Documents Archive and the spirit of the field of history elsewhere in the early twenty-first century. This includes not only the personal and professional reflections of a young public historian in this day-and-age, but also of his contemplations set forth in regard to the future of archives and other historical institutions within the aforementioned changes presented through a rapidly-developing and inventive world.

“Genius Loci: Perspectives from Working within the Drawings and Documents Archive”

On April 13th, 2015, I accepted a position as an intern for the Drawings and Documents Archive, a branch of the Archives and Special Collections within the University Libraries system of Ball State University, Muncie, Indiana. Located within the confines of Ball State’s College of Architecture and Planning, the Drawings and Documents Archive contains over 130,000 architectural drawings, photographs, and other items pertaining to the history of Indiana’s built environment. It is, without a doubt, one of the state’s largest resources for the identification, conservation, and preservation of historic or otherwise significant sites and structures.

Within the bowels of this repository reside the past works of some of Indiana’s greatest architects and designers; among them are those of the firm of Wright, Porteous & Lowe, Inc., a prolific architectural and engineering firm based in Indianapolis, Indiana, for nearly half a century. Between May 18th and November 30th, 2015, I was tasked with organizing, processing, and recording the collection of this firm, the volumes of which can only be described collectively as “gargantuan” in the archival sense. The collection measures a mammoth 157 cubic feet in size, with the addition of a few miscellaneous (and otherwise quickly processed) articles and artifacts. Within the nearly eight months of work undertaken as a single intern tackling this project, I successfully sorted and recorded well over 100 cubic feet in total, enough to fill a room measuring ten feet by ten feet to a one-foot depth. In this time, I was also placed in charge of carefully transporting these materials between their annexed storage space and the processing area which was assigned for my work, and then returning the processed material back to its proper place.

While the processing aspect of my work as an intern comprised the majority of my experience and learning, I also worked as an aide to Ms. Carol Street, archivist for the Drawings

and Documents Archive, in multiple regards. In addition to the daily processing of the Wright, Porteous & Lowe, Inc., collection, I assisted the archives' patrons and researchers, and with the organization and planning of pieces to be showcased within exhibits of the University Libraries' Archives and Special Collections.

Completed as the capstone to the curriculum of the Public History program at Ball State University, my internship consisted of 450 hours of work within this eight-month span, and also required the creation and compilation of "*Daily Reflective Journals*," the contents of which follow this introduction and now comprise the body of this document. These journals, totaling 119 in number, are the intellectual core to the personal, academic, and professional development which occurred over the course of my internship experience. They also express a sincere reflection of these same types of growth, occurring over the greater course of the last four years, while as an Honors student studying within the discipline of History at Ball State University. The intellectual level of the questions raised, the considerations of the complex topics pondered, and the invaluable insight harvested through these reflections were only possible through the scholarly skills established and developed as a student of both the Honors college and the Public History program. Thus, these entries have become the apex to my undergraduate education at Ball State University.

These selections of perspective also display my daily attempt to grow as a professional and student alike, with consideration given to the impacts which current and developing trends have had, and will have, upon the archival community, the purpose(s) for current practices, as well as how and why historians – particularly archivists – might be affected by the changing physical and social environs of the field. In many ways, they represent an eight-month series of research completed as the preface to the thesis presented here. It is my sincere hope current and

future historians, archivists, researchers, and even colleagues may find themselves ensconced in these pages, whether to attain a perspective on the mindset and considerations of young professionals in the field of history, the environment of the field in the age of advanced computers and digitization, or even simply the thoughts of a college student toward his first time on his own, both living and working away from home. If this document is successful in its attempt, it might truly create its own sense of the general emotions surrounding my experience as an intern – its own *genius loci*.

The experience recorded within the content of my entries here showcases most obviously the utilization, development, and gradual honing of skills new abilities garnered through my training in the archives, as well as those already established through my education as a historian. Of course, the latter in this instance were developed via a similar method as the former, albeit through numerous classes of rigorous and demanding coursework undertaken within the public history program during my undergraduate career.

This established a solid foundation of knowledge which allowed me to gain a deep appreciation for the many fields which comprise that of public history. The overall nature of delicate, archival objects, specifically the handling of these materials and the ways in which they must be treated, formed the very origin of my knowledge within archival science while studying within the bounds of the introductory course to Public History undertaken my freshmen year at Ball State University. Similarly, the lessons learned from related courses in the same curriculum (History 320, the “*Laboratory Course in American History*,” for instance, and many others) have made the composition of reports, memorandums, blog posts, and other documents of varying levels of formality much simpler to write in an informative and concise manner. The innumerable conversations – had within and outside of the lecture hour of nearly every class in

the discipline – of what history *is*, where its greater relevance can be found, and what it means to be the composer, validator, and caretaker of its stories has created for me, as well as for a number of those I now call colleagues and friends, a variety of perspectives with which to consider and view our respective historical fields. It was this insight and sense of wonderment which I infused into my time as an intern, bringing together all of the knowledge, ideas, and questions I could muster in order to perform at the best I ever have – to truly develop my “capstone” experience to its fullest.

Through this culmination, I managed to turn an incredible amount of archival materials, compiled though certainly not sorted, into a more organized and easily accessible collection, and simultaneously discovered the very work to which I was assigned was more rewarding as a result of my efforts and developing knowledge. This in-and-of-itself was also due to the vast increase in my own ability as a public historian through my previous education, as well as to instruction I found within the Drawings and Documents Archive. I learned the proper approach toward handling, organizing, recording, and digitally cataloguing this significant amount of material, converting the “raw” information from an unruly, unrecorded mass into a well-rounded and developed archival asset, the contents of which now experience steady and continued interest from researchers, students, and other archive patrons.

Organizing the phases of work which were required to successfully process this massive collection also became an accomplishment of its own, likewise drawing upon the academic and professional knowledge gained leading up to my internship. I realized, given the sheer amount of materials to be processed alone, the undertaking would be no quick task. It would need to be carefully orchestrated, to ensure the sorts of simple and repetitious mistakes which I forecast an intern or young professional working in the early days, weeks, or months of their first foray into

the field might become easily caught up, were avoided. I cautiously approached every new task, not out of the intimidation of something new or unknown, but as a means to encourage the consideration of all aspects of the item's preservation and recordation, drawing many from previously recalled articles, discussions, and lectures. Two phases of work were immediately derived, from nothing other than simply a change in the accommodations which I had been granted to complete my processing.

One, the first half of my work, it was understood, would take place in a space of roughly 1,100 square feet on the first floor of the College of Architecture and Planning, provided to me through the early days of August, 2015. For this time, the work was rather easy-going. Even considering the size of the Wright, Porteous & Lowe, Inc. collection, I had been given more than a sufficient amount of space in which to store, sort, process and organize my materials, extracting yet unorganized and uncatalogued rolls of architectural drawings from the Drawings and Documents Archive's annexed storage space for processing. I then carefully transported these materials to the large, well-lit and environmentally-controlled processing area which had been provided to me within the bounds of the College of Architecture and Planning's exhibition area previously mentioned. Within the course of this "summertime" half of my work, two "rounds" (as I have named them, and continue to refer to them) of documents, totaling roughly 20 and 40 cubic feet respectively, were organized within this large gallery space. A display of my improvement in my own processing speed and the general quality of my processing system, each of these first two "rounds" took me approximately one month's time to complete, drawing on articles and texts read both concurrently and previously within my studies.

Following the archives' outlined collections' strategy, my regular processing responsibilities consisted of inspecting the materials retrieved for particular types of documents

which were not “stable” in the archival sense, or which went against the parameters of the strategy in general, and removing these sorts of materials. I then organized the remaining documents by their “commission number,” a serial number of sorts used to identify documents created for the completion of a particular job (or “commission”), placing documents with matching numbers together. Clearly denoted on the architectural title block of many Wright, Porteous & Lowe, Inc. documents, the system devised by the firm – as I discovered – usually consisted of four to five digits: the first two representing the last two numbers of the year the commission began, and the last two (or three, if the jobs for any particular year reached 100 or more) being that of the “commission number,” or the number assigned to each job within a particular year. Once this information was attained, an accurate and concise entry into the archive’s online database was created using a standard digital form, ensuring – no matter the material’s location – the assets the archive possesses are officially recorded. Finally, I made a quick note within my records of any special attributes within each commission, copying these into the form to complete the entry itself. After the material within these first and second “rounds” were properly sorted, organized, and catalogued, it was then transported once more back to its location within the annex, where it remains awaiting prospective researchers.

I was then to move all materials in the course of being processed to a new space of approximately 300 to 400 square feet just over ½-mile away for the second half of my work, preceding the installation of a fall exhibit on design in former gallery location. This change, scheduled from the onset of my internship, meant it was necessary to develop a plan to both successfully relocate the materials on-hand at that time, and to establish a workspace within the annex which was similarly conducive to the handling and management of large sheets of architectural drawings.

Thus began the second half of my internship experience, between August 10th and November 30th, 2015, and the task of moving the remaining materials within the gallery space, as well the entirety of my processing operation, to the new locale. Within one week's time, I had successfully begun working in my new space, reorganizing the sorting area and document storage alike, which were rearranged for the best transition between organizing the materials, compiling them by their designated commission number, and recording and cataloguing them. Disenfranchised of an Internet connection at this new location, I created two new forms of paperwork for my work. One was designed to keep a steady account of the environmental conditions which the documents were under in their new space, while the other could be printed as a "processing sheet" of sorts, where the same information normally entered directly into the online database could instead be written in, and later transferred, sheet-by-sheet, into the archives' online records. Another pair of document "rounds", taking approximately 2 months each to complete, were processed by this new, hand-recorded method. A direct inverse to the opposing half, these last two "rounds" were composed of roughly 40 and 20 cubic feet, respectively, and constituted the second half of my internship work.

Nearly each document and processing experience within every "round" of material taught me of either some facet of the operations of Wright, Porteous & Lowe, Inc., the operations of an archive in the general sense, and perhaps even more broadly, of the work of public historians within the field. Each of these discoveries, reflections, and intellectual discussions, however minute or marvelous, are logged within the journals to follow. It is my sincere wish these entries might illustrate to the reader one young historian's realizations of the skills he acquired while only starting in his field, perhaps as basically as grasping the rationale of archival processing and its methods, both those of the Drawings and Documents Archive and others, or, in a more

complex vein, how the resources and materials of one historical organization or institution, online or otherwise, might reinforce or otherwise benefit the purpose and aspirations of another.

In my time as an intern, I drew upon my education in Honors and history to increase both my physical abilities, such as that of expertly handling the archival material entrusted to me, and my mental perspective, arriving at the true realization each collection within a particular archive can weave its own incredible narrative – one filled to a level of detail which cannot possibly be found outside its bounds. These stories, such as the one told by the work of Wright, Porteous & Lowe, Inc., can surround as little as only particular individual or single event in time, or paint as great a picture as that of an entire city, people, or century. In many ways, dissecting (and certainly, processing) these works leaves one feeling as though they are present alongside the men who originally created these documents, arguably pieces of art in their own right, in many of the same regards as they themselves may have done. To the historian or researcher with the sharpest of eyes, the dynamics of change in architectural styles, the organization and management in the firm of Wright, Porteous & Lowe, Inc., and technology over the second half of the last century become unescapably noticeable in working with them. Thus so, these primary materials forever provide a unique “window” through which to view their own time, a portal I often indulged during my internship experience.

My education as a public historian instilled within me the ability to write concise and informative reports of all lengths, and introduced to me the ways in which historians interact and collaborate within the field. These abilities have served to ensure that the reports and networking produced through my internship were of high quality and satisfactory to the parties involved. Additionally, and most importantly, this education also taught me of the various ways in which to network, to carry on an educated conversation with colleagues, and how to represent oneself

while working within a professional capacity. These skills allowed me to interact successfully with fellow archivists, academics, and patrons throughout my time as an intern. The experience within the Drawings and Documents Archive itself, a real-world, real-time application, most significantly expanded my technical, professional, and academic skills. The rapid evolution and development of these skills, their application and purpose are recorded within the confines of my journals, as well.

My internship proved an incredible bout of professional development in a number of ways. Through my experience, I converted two far separate spaces into workable and highly efficient processing areas. I maintained both as a clean, controlled operation, necessary for both the safety of the documents and the steady proficiency of my work. After the shift between spaces, and the loss of space as a result, I called upon the knowledge I had acquired as a historian and intern to ensure that the satisfactory pace and quality of my processing to that point continued into the second half of my work. As this portion took place in the fall academic semester of 2015, it was also necessary to compose and adopt a regular weekly schedule of work which promoted this continued pace, to guarantee the demands of my project and the public history internship program were met in a timely fashion, done so by December. This was all part of a collective effort to make certain the experience was as beneficial to me as it was for the Drawings and Documents Archive.

The process of attaining these skills left me with a true appreciation of the work and responsibilities archivists assume as professionals. I hope to apply these abilities toward my future profession – whether within the field of archival science or yet another sub-field of public history – as a personal attempt to ensure my own work leaves an indelible impression upon the future researchers, colleagues, and historians to come.

The single-most gratifying aspect of the experience recorded here is that it remains my achievement alone. No group was assigned to or involved with the project: whatever degree of recordation has been accomplished through organizing and processing the collection I was given is due to my own efforts and successes. When initially handed the responsibility of processing such an immense collection, the task seemed a nearly impossible one to achieve. Due now, however, to an improved organizational method, eye for quality, and the excellent guidance of my internship mentor and supervisor, my abilities have vastly improved in this short time. This is all due in large part to the aforementioned incorporation of the lessons learned as an undergraduate student. As these lessons and the skills they established and developed stay with me, they will continue to better my own performance as a public historian in the coming years.

There are a number of individuals who have assisted, directly or indirectly, in granting me the knowledge which I needed in order to be successful in what I have accomplished. Ms. Carol Street, archivist for the Drawings and Documents Archive and supervisor to my work, is foremost among those to whom I offer my sincere thanks. Ms. Street helped me invaluable, and most directly, over the course of my internship to achieve what has become not only an incredible personal accomplishment, the pinnacle of my undergraduate Honors education in history, but also a success story within her archive. As her first intern, I achieved incredible insight into the mechanical workings of an archive, and look forward to working with these collections as I continue into my graduate education, in the one-year Master of Science in Historic Preservation program, this coming fall, 2016.

Thanks are also owed to Dr. Michael Doyle, director of the Public History program at Ball State University, personal advisor throughout the duration of the last four years, and internship mentor. I am also indebted to numerous faculty members of this same Public History

program (Drs. Abel Alves and Scott Parkinson, specifically) as well as the staff of the History Department office at Ball State, who, while assisting with the paperwork and logistics of the internship, also provided me with the job I required to support my time in Muncie for the summer of 2015. Their patience, understanding, and camaraderie are unforgettable.

Finally, but unquestionably not least significant, is the heart-felt thanks I owe to my family and friends (many of whom might also be referred to as “colleagues” in the discipline) for their life-long support of my passion toward history and their encouragement throughout my study. These thanks goes most specifically to my grandparents, Roscoe and Margie, Melvin and Margaret, and parents, Brian and Colleen – the former of whom ignited the spark in my passion for history, and the latter of whom continue to fuel it through their daily support and appreciation for the work and accomplishments which I have achieved thus far in the field. No mere words can effectively express the utmost appreciation, respect, and gratitude which I feel for the life lessons, values, and constructive criticism which they have instilled in me – and continue to provide for me – each and every day.

Day 0; Thursday, 30 April 2015:

Today's Public History Internship Workshop taught me that, in order to make the absolute most of my summer internship, I must be proactive in my everyday approach to completing my assignments and projects. This proactivity on my part is reflective of the field of Public History as a whole because all archivists, curators, and preservationists, amongst many others, must be similarly proactive in their day-to-day operations and work in order to make deadlines successfully and perform to the highest standard. As well, doing so will make me an invaluable asset to the organization which I seek to make an indelible impression upon, the Ball State University Archives and Special Collections' Drawings + Documents Archive, through the summer and fall of 2015.

Day 1; Monday, 18 May 2015:

Taking my first steps into the professional world of archival science through the commencement of my internship today, the gargantuan task which lies ahead of me has already begun to take shape. As I crack the surface of the collections in which I will conduct my work this summer and fall, I feel a new appreciation for the work of archivists within the volumes of material they oversee. They are, in many locales, individual professionals who are charged with the maintenance, cataloguing and conservation of many incredible resources. Their responsibilities to their collections, however, go much further, outlined by tasks both extremely intriguing and entirely mundane. These measures unquestionably assure the continued success of the archive and its material. In this new appreciation, I have accepted that my training in the months to come will follow a similar route, with experiences both tedious and rigorous. Such a combination as this will hopefully insure my preparedness in similar situations in the immediate and extended future.

Day 2; Tuesday, 19 May 2015:

Settling into a rather interesting arena of work, I now find myself contemplating the importance of organization, a key and fundamental aspect within the field of archival science. Through a visit to the archives' annex, I have now been formally introduced to the large amount of material which comprises the collection I have been assigned to – specifically, the Wright, Porteous, and Lowe collection. Through consulting with Mrs. Carol Street during this visit, it has become apparent just how important the art of organization will be to this collection, and my internship overall. I hope to ascertain exactly how to proceed with this through Mrs. Street's expertise with collections processing in the past and my study of the subject – primarily through *Architectural Records: Managing Design and Construction Records*, by Waverly Lowell and Tawny Ryan Nelb, which has been assigned to me. The knowledge of these two archivists and authors in regard to public history and archival science should serve to greatly assist me in the coming months.

Day 3; Wednesday, 20 May 2015:

The importance of a properly-prepared and maintained work space has already become readily apparent as I proceed through the inception of my internship experience. In a literal sense, this lesson has been taught to me as I have worked to establish my physical work environment – the “Gallery” of the College of Architecture and Planning (CAP) at Ball State University – a space of roughly 1,100 square feet which will serve as a space to “process” the Wright, Porteous & Lowe collection over the next few months. Currently, the area contains a dozen tables which are now covered in a wrap to protect the collection material which will litter them soon. More so, the need for a clean and workable space has illustrated itself through the organization of the Drawings + Documents Archive and the office which Mrs. Street occupies. The contrast between the office of an archivist and their archive is usually ironic in two ways. While they are both – sometimes – equally organized, the former is quite often filled with the paperwork which helps the archive to survive and thrive on a day-to-day; the documents found here often come in for only a short time, as they are taken care of and usually disposed (office memorandums, emails, etc.). The latter, however, controlled from the former, is organized with the material the archivist hopes to save and conserve for many years in the future. Hardly any material – with the exception of new accessions or those being studied – comes or goes from the archive itself. Frequently, an archivist’s office is an area of concentrated energy and productive work, while the archive itself meanwhile remains a quiet, contemplative, and even relaxing locale.

Day 4; Thursday, 21 May 2015:

Each movement within an archive, however executed, must be done so with precision and according to an expected professional protocol. This is not to say archivists are robotic in their actions or egomaniacal in regards to how other historians and fellow artifact handlers carry out their own business; rather, it is to say that every action taken is done so – for obvious reasons – with all thoughts upon how these individual actions might affect the materials both presently and in the extended future. This not only explains the aversion to ink pens and all assortments of adhesive products – many of which are rather indelible – but is also evident through the work of past archivists and historians, which survives (as the collections material does) for many years to come. Today, through organizing new archival boxes and their folders, and marking each with its contents, I have begun to put my own mark on an archive, where it may persist for just as long.

Day 5; Friday, 22 May 2015:

Today brought an introduction of the “More Product, Less Process” mantra in the field of archival science, primarily in regards to the processing of any particular collection. Known more commonly by its acronym, the “MPLP” ideology was first introduced by Mr. Mark A. Greene and Mr. Dennis Meissner in 2005, just a mere ten years ago – making the idea an obviously new edition to the otherwise long history of archival science. Introduced through their article, *More Product, Less Process: Revamping Traditional Archival Processing*, in the Fall/Winter 2005 edition of *The American Archivist* (vol. 68, pg. 208-263) – which I am reading at present – Mr. Green and Mr. Meissner explain that the field of archival science and organization has been unchanging for the past six decades or more, imposing negative effects upon the field and, more importantly, creating huge backlogs and inaccessibility to accessioned collections in archives throughout the nation and the world. This creates, as they argue, anger from collections donors, inconvenience for archive patrons, and massive headaches for archivists everywhere, many of whom are notoriously devoted to detail within cataloging their collections. Within the well written article, they suggest instead quickly organizing material through the way in which it is received, organizing it into folders marked with broader titles – one which still convey to the patron exactly what is contained within, but not necessarily including every myopic detail within its description – to make cataloging large collections easier within individual archives, many of which rely on a single soul to guard and maintain them. More will certainly come from this relatively new ideology as I begin to work more deeply within the organization of the Wright, Porteous & Lowe collection and others.

Day 6; Tuesday, 26 May 2015:

The importance of networking within and between the fields of history cannot be overstated. Knowing a varied and experienced network of professionals is but the first step; beyond this, a clear definition of the task to be completed – followed by a synthesis of thoughts and ideas – insures that any task put forth before this network will be carefully and completely accomplished, with the utmost success found in its result. From repeated successes, networks can quickly become close associations, and ultimately lead to working on larger and more dynamic jobs and challenges.

Day 7; Wednesday, 27 May 2015:

Serendipity is a factor often unaccounted for which can add considerable positivity to a job as a historian or archivist, simultaneously making it more enjoyable and even more manageable. In an instance, a once unfamiliar subject is made relatable through a previously studied or intriguing topic or case study, an unidentified object is made familiar through articles in other collections, or a new way to organize and define a particular collection is made clearer. It is an excellent way as well, having established a network of connections between seemingly different material, to begin the processing of a massive collection such as the one which I have been charged with this summer and fall.

Day 8; Thursday, 28 May 2015:

Consistency is a key factor in considering the long-term organization and maintenance of any archival collection. This applies not only in maintaining standard organizational sizes, such as OVA and OVB boxes, but also the way in which each object's description and attributes are recorded. The use of capitalization, location descriptions, and individual item numbers must all be maintained in a way which must be fully comprehensible and relevant for the future generations which the material is to be preserved for. In the day-to-day organization of the Wright, Porteous & Lowe collection, object numbers are derived from the commission numbers which were originally assigned to the architectural commission as assigned by Wright Porteous & Lowe, Incorporated, sometimes over half a century ago.

Day 9; Friday, 29 May 2015:

Digital filing must also follow a set of very specific and descriptive guidelines in order to insure that the material within is easily searchable. As well, these rules maintain that any particular object, should it be called upon, can be easily located within an archive via its digital title. As the Drawings + Documents Archive begins to assist the Ball State Libraries in the creation of an exhibit for Muncie's Sesquicentennial, it has become imperative that the material sought in the exhibit's creation, especially when retrieved from the University's Digital Media Repository (DMR), is named in such a way that its location is easily found within the bounds of the actual archive. This will assure all working on the project that the material can be easily acquired in the rather short period of time in which the exhibit must be created.

Day 10; Monday, 1 June 2015:

"Just because it's old, doesn't mean it's worth saving" and "It's not good because it's old – it's old because it's good" are two mantras which I have heard from professionals in the fields of history during my time as a prospective historian, and which seem to haunt the minds of historians, archivists, and preservationists alike. The sayings are basically contradictory, as the former details that not all aged structures, artworks, and antiques necessarily provide a unique insight into our past, while the latter seems to suggest that anything of a particular vintage is worthwhile and to be conserved at all costs. In the field of history and its subfields, the balance between the two *must* be established to ascertain which items are truly historical and which are essentially minor details. Physically, this assists in maintaining a condensed collection; one which best utilizes the limited space of archives, museums, and interpretive sites. Looking into the matter more philosophically, limiting said collections could potentially limit the historical narrative contained within them – a concern which all truly professional historians must consider at all times, and which might easily open an entirely different plethora of additional arguments. As I continue through the coming months, I hope to find where my own "professional" balance lies between these two extremes.

Day 11; Tuesday, 2 June 2015:

Mr. Greene and Mr. Meissner argue profusely in their article *More Product, Less Process: Revamping Traditional Archival Processing* (see Day 5: Friday, 22 May 2015) the lack of metrics in regards to archival organization has significantly harmed the field, producing inconsistent standards for the time (and arguably, accuracy and detail) which should be paid in the cataloging of a particular collection. They state instead that the field is:

“largely content to conduct studies to describe examples of – and measure production within – existing processing regimens... tend[ing] to covert this description of current practice into a normative benchmark... even though the original articles cautioned that the data might not be broadly applicable.”

These gentlemen then proceed to illustrate the findings of such previous studies (many entirely outdated, frankly), finding that processing per cubic foot might take anyway from three to forty hours, creating a dividend of anywhere between 40 and 600 cubic feet processed annually – a incredible statistic undoubtedly tailored to suit Mr. Greene and Mr. Meissner’s argument. More reasonably, an average time from the same studies could be found to range between approximately 12.7 hours and 3 days – a statistic perhaps more familiar to a wider audience of archivists. Rather, the authors spring into a quick assault of *“a couple generations of us [who] have failed to establish reasonable administrative controls over a crucial and extremely expensive component of our work as archivists.”* Looking at the latter statistic, however, is it really entirely outlandish to accept – given the breadth and variety between the different archives of the world – that some material collections may take between roughly one and three day’s work? Surely, considering that some archives confine themselves to larger artifacts (Muncie’s Academy of Model Aeronautics, for example), others in smaller collections generally (taking one’s pick of local or county historical museums here), and still many in the immense manuscript collections of historical figures (for instance, the defunct Lincoln Museum in Fort Wayne or Benjamin Harrison Presidential Site in Indianapolis’ Old Northside), such a range seems quite acceptable, even before taking into consideration the similarly differing methods of each and every archivist. It seems as though their argument over metrics may be temporarily “barking up the wrong tree;” the remainder of their article may tell a different story. ®

Day 12; Wednesday, 3 June 2015:

Perhaps one of the greatest aspects of working within the field of history is being able to derive the significance of a particular event or artifact through drawing connection between the item or event in question and another, similarly historical object or occurrence. This becomes increasingly rewarding as each and every historian, young or old, continues their study into further and further detail within a particular era or discipline. Nearly any student of history, for example, would be impressed to find a button from former President John Fitzgerald Kennedy's 1960 campaign tour, which might remind them of any one of the thousands of Americans who served as volunteers for the former senator during his run who may have worn it. Fewer, however, might recognize the full importance of a letter from a disgruntled steel mill owner to President Kennedy two years later, or its significance in regard to his curtailed term as president.

Late in the day today, I made an intriguing discovery among the volumes of material to be processed: the original architectural drawings of the First Lutheran Church of Columbus, Indiana dating from 1968. While this is obviously a piece of recent history, it is never the less made exponentially more interesting through a greater association to Columbus – the “modern mecca” of Indiana; the so-called “Athens of the prairie” – whose architectural program of the mid-20th century was unrivaled by any town of its size, which still today only hovers between 44,000 and 45,000 people. Even now, the town continues to best much larger competition, having “*been ranked sixth in the nation for architectural innovation and design by the American Institute of Architects, right behind Chicago, New York, Boston, San Francisco, and Washington, D.C.*”¹ To find drawings from this era, then, produced by a respected and talented architectural firm within the state of Indiana itself, and for a building which continues to stand as a monument to modern design in a city so well-known for it, could easily be seen as a major asset for an archive such as the Drawings + Documents. The discovery was a strong boost in my own personal respect for the reputation of the firm of Wright, Porteous & Lowe, and further fuels my interest in the entirety of the collection and its processing.

Day 13; Thursday, 4 June 2015:

Generally speaking, professions find themselves classified into one of two categories: desk work, and field work. This is nothing Earth-shattering by a great stretch; it is not uncommon – or really even offensive – to say an accounting major might look forward to a work week filled working in a small cubicle, reading reports, tabulating numbers in the newest fiscal software, and dressing in an urbane and metropolitan way than it would be to explain a professional groundskeeper often works long hours out-of-doors in a wide array of physical tasks, all while wearing much more functional, less stylish clothing. The discipline of history, however, is a curious one in that many of the professionals within it – be they historians, professors, preservationists, archivists, or archaeologists – experience a thorough blend of both occupational aspects. While many often find themselves engaged directly with the material they are studying, organizing, or analyzing, they might also find themselves dredging through the scores of paperwork commonly associated with many lines of research, writing, and publishing within their specific subfield on equally frequent occasions.

¹ <http://www.columbus.in.us/columbus/art-architecture/our-story>

Day 14; Friday, 5 June 2015:

Project outlines and the deadlines contained within them are hugely important to any field, but particularly so to history; they are an invaluable – albeit occasionally stressful – attribute of the work of curators, archivists, and preservationists everywhere. Now set into play are both the deadlines for the assigned portions of my internship – established just over one month ago – and more importantly, the project prospectus for my time at the Documents and Drawings archive, which outlines the work which will fill these assigned portions. Acting in the truest professional sense, these dates and assignments will be my mileposts in guiding and molding my productivity through the coming months, and in ultimately leaving a lasting impression upon the archive.

Day 15; Monday, 8 June 2015:

The need for the field of history to adopt the seemingly innumerable new forms of technology provided to us is more pressing today than at any time in recent memory. The need is made evident through the many forms in which technology surrounds us; online blogs, social media accounts, the integration of digital displays and computerized exhibits, and the adaptation of intelligent technologies to monitor and even protect collections and displays are all possibilities only made available within approximately the last decade. The potential of one technological advantage, however, remains largely unknown, largely ignored, or largely unstressed: financial and intellectual crowdsourcing in a real-time application. The pursuits of those with online campaigns in sites such as Kickstarter© and GoFundMe© seek to raise such funds for various projects, big and small, across the United States. Historians of all types might well benefit from taking note of such services for raising funds for a wide plethora of preservation, conservation, and promotional efforts, rewarding a (potentially increased) audience of patrons appropriately for their support through these sites.

Day 16; Tuesday, 9 June 2015:

Today's theme in the processing of the Wright, Porteous & Lowe collection seemed to be *consolidation*, an important factor in the organization of any historical collection. Consolidation, in regards to the "*more product, less process*" mantra, is an easy and (somewhat) quick factor which plays into the longer-term accessibility and ease of use for any collection to be processed. It may be taken for granted in more detailed processing, but can be a time-consuming aspect of the MPLP form. Any unprocessed collections – especially large ones – for instance, which are brought forth in the way in which they were delivered to an archive might well contain articles or materials pertaining to a certain region, city, event, person, or structure at multiple spots throughout its processing. Keeping a mental register, online catalogue or otherwise digital record of the records previously processed allows any worker to quickly realize where certain records have been divided prior to their processing. The archivist can then quickly rearrange the items into the proper order, updating the previous organizational record, and maintaining that their future patrons will benefit from having all pertinent materials in one easily-accessible location.

Day 17; Wednesday, 10 June 2015:

Making the work of an archivist, and the need for archives, relatable to the general public is a necessary and important role that all historians must assume. When mentioning the field of “public history” to the masses, it seems as though the examples of museum work and site interpreters are the only common illustrations of the field. Even so, the mention of the title “curator” or “interpreter,” much like “archivist” or “preservationist,” might leave a blank stare on the face of one’s audience. Making these professionals, and the work they do, more relatable to those otherwise uninitiated is usually much simpler than first thought. For instance, in relative to archives collections and their digitization, one might attempt to explain the process of taking an item, recording it, organizing it, and filing it away, then – eventually – pulling the item to be scanned, photographed, et cetera, for these computerized and often online collections. Such a conversation, however, would most likely be long-winded (not unlike this very example) and end in as much confusion, if not more, than it originated with. In the instance of archives, it may be more beneficial to compare working as an archivist and digitization to building a music library, on iTunes or otherwise, on your personal computer. This is a process which a majority of technological-imbibed Americans are familiar with – taking old materials (in this case, songs) from a certain record (in this example, in the form of a compact disc), uploading them via a processing software, and creating a digital form, which might last far longer and be far more accessible to the general public than its material predecessor. In the meantime, the physical record (the CD itself) is removed from the computer and returned to its storage as a hard copy for safe keeping. Adapting and adopting similar analogies for other fields might further assist historians in their attempt to familiarize the public with their work.

Day 18; Thursday, 11 June 2015:

“Accuracy” and “precision” are two terms frequently utilized in a plethora of fields, the disciplines of history among them. Their application toward the latter may indeed, in some flawed way, be used interchangeably. A succinct and absolute definition, however, must be ascribed to each in order to fully understand both the difference between them and their respective importance to the field. In one respect, accuracy is generally accepted as the proximity toward achieving a particular goal or deadline on any single particular occurrence. Precision, alternatively, is the ability to perform accurately through a repeated number of occasions. Both are seen in the works of architects, designers, and draftsmen alike in the works contained within the Drawings and Documents Archive and many others, and must be seen in the work of their respective archivists, similarly. For instance, in collaborating to create an exhibit, locating and organizing the portion of the collection which is set to go on display must be done quickly and accurately. Doing this repeatedly through the creation of multiple exhibitions might well lead the way to precise work, which typically entails an additional and steady level of continued learning and reliability as an expert. In regards to MPLP collections processing, both accuracy (with individual items) and precision (through the organization of the larger collection) are absolutely indispensable to a quality product for the long-term.

Friday, 12 June 2015:

Day off.

Day 19; Monday, 15 June 2015:

In the sorting and organization of historical documents, it is important to note particular differences between what might appear to be otherwise identical samples. This is especially true when concerning nearly-identical *copies* of a particular document or drawing. This is of special concern in regard specifically to the artifacts of the recent past, as Xeroxing and photocopying service has become a prominent asset of all types of office. After identifying the differences between nearly-identical editions or copies, a number of questions must be addressed. First, is the material used to make the copy of a stable material, and will its presence alongside the other archived material be a detriment overall? Occasionally, Xeroxing materials and other early photocopying methods produced a specimen which might off-gas or deteriorate rapidly of its own accord over a relatively short time. If these materials are of a marginal or reduced significance to their originals or the other material, their rejection and disposal might improve the condition and quality of the collection long-term. Secondly, and more frequently, whether the copy is an individual significance to warrant its use of space in the archive must be addressed. As explored previously, the miracle of an archive might frequently be defined as its ability to tell a coherent and complete narrative in what is often a tightly-confined space. If the direct copy or a nearly-identical companion to the original is to be kept, it must contain a portion of the narrative not told or implied elsewhere.

Day 20; Tuesday, 16 June 2015:

The organization of a certain collection or archive has already been established to be a particularly important facet of the science of the field – and obviously so. This should not directly suggest, however, that said organization must be irrevocably applied. Rather, a degree of fluidity and logic must be applied instead, to advocate the changing nature of archival science and methods. For instance, organizing the contents of a particular record, file, or drawer – having established a set range of materials within – by their popularity with patrons over an extended period (instead of, for instance, strictly by a numbering system) might create greater accessibility to materials more frequently called upon. While this does little to disrupt the organization of the collection in which the materials belong – and much less to the larger archive – it may indeed make the job of the archivist easier in the retrieval of material, improve the quality of a patron's extended visit, or suit the hurried timeframe of a client seeking to quickly review or inspect a certain object. Such is only one case of the application of common logic to solve a major problem, accessibility, which plagues so many archives.

Day 21; Wednesday, 17 June 2015:

Pacing, including the establishment of manageable or semi-significant goals within a particular project, is an important aspect to the work of all public historians. These “micro-deadlines” facilitate the successful completion of larger and truly significant ones, and give the historian against these deadlines a periodic sense of accomplishment, which often improves the ultimate quality of their product and their own job contentment. As well, creating and reaching these smaller aspirations allows these professionals to better track their own progress overall, a valuable piece of information for meetings and reports, and keeping pace with the overall goal.

Day 22; Thursday, 18 June 2015:

Today was a day full of meeting the types of milestones discussed in yesterday’s post. I was able to complete processing the first twenty cubic feet of the Wright, Porteous & Lowe collection – approximately one-eighth of the 157 cubic-foot entirety – creating over ninety new entries in the archive database. While the achievement is minor given the overall scale of the collection and the many hours’ work ahead of me, I am able to take this completion – done upon exactly one month’s time working within the Documents and Drawings Archive – to better pace myself in the remaining material and see most, if not all, of the collection through to a complete processing. As well, it issues to me a small sense of accomplishment and urges me to do better in dealing with these coming volumes with the knowledge I am gaining.

As well, today proved a milestone by providing my first interaction with an archives’ patron. Late in the day, a local woman approached Bracken Library’s Archives and Special Collections seeking to find plans of her home, which she knew to have been built by a local architect for a rather prosperous Muncie family in the 1920’s. Upon visiting us, she was disappointed, as the initial search produced a home with her address – an address which has switched homes in the area over the nearly century-long intercourse. Checking our database again, we were able to source plans for a *nearby* home by the same architect. After I pulled the material from our collections, I was met with a much improved reaction. Our patron was ecstatic, realizing quickly the plans were of her exact home. The client was stunned as the quality and beauty of the detailed carpentry, cabinetry, and built-ins which had originally adorned the home, and was appreciative of my help in translating the two-dimensional blueprints into a three-dimensional visualization – made easier by the home’s retention of many original details. By closing, the paperwork requesting high-quality scans of the drawings were complete, and the archives’ patron could hardly wait to return and receive them. Hopefully, she will be as happy with our scans tomorrow as she was with her discovery today.

Day 23; Friday, 19 June 2015:

Experience and knowledgeability in terms of technology – as well as genuine patience and cooperation with it – is necessary for any professional historian, public or otherwise. This is a seemingly ironic notion, given the tendency of most historians to be “stuck in the past,” studying antiquated customs, cultures, and figures of long ago. With the idea of digitization, “cloud” storage systems, and online catalogs now infiltrating the systems and practices of historians of all walks, the need for, and convenience of, new – albeit rapidly changing – technologies can no longer be ignored.

Monday, 22 June 2015:

Day off.

Day 24; Tuesday, 23 June 2015

As a historian, the role of “storyteller” is quickly assumed within the realm of one’s professional responsibilities. For interpreters and reenactors, this duty is of obvious importance and clear definition. For other historians, however, this definition might translate in various ways. The importance of a comprehensive and comprehensible narrative within an archive’s collections, for instance, can be an incredible guide for archivist and patron alike. This narrative can be contained in the record’s description(s), the organization of the material, or the personal stories of the archivist themselves. In any form, all are managed in such a way to assist those utilizing the archive for their own historical research.

Day 25; Wednesday, 24 June 2015:

Corrective processing, while sometimes tedious or seemingly redundant, is often necessary for the long-term betterment of a particular collection. In certain instances, the need for corrective processing can stem from the former disorganization, or mis-organization, of a collection. Other times, it may be necessary upon the discovery of new information or upon the configuration of the organizational basis from the source in which it came. In my own specific example, it has been discovered that a former processor from years past had incorrectly numbered the material of the Wright, Porteous & Lowe collection. In addition to the files of material affected in the last round of processing (completed last Thursday), I today retrieved numerous more which will need to be checked, reviewed, revised, and reorganized into their proper places for permanent cataloguing within WP&L. While the process will undoubtedly take a good deal of time, it will be but one method by which to vastly improve the quality and condition of WP&L.

Day 26; Thursday, 25 June 2015:

Perhaps one of the most exciting aspects of working within an archive is the delivery and accessioning of new materials as they are donated. These gifts are often arranged in advance, with contributors making an appointment to bring the new items in and see to the paperwork required. On other occasions, donations big and small may be given at whim. An archivist must be prepared at all times with the knowledge of the correct protocols to follow any kind of donation, and have the paperwork readily at hand to ensure a timely and legitimate experience for the benefactor. Once these documents are handled, the formal accessioning and processing routines can begin. Ultimately, the material goes on to become a physical resource to benefit many more in the years to come.

Day 27; Friday, 26 June 2015:

In processing, space is at an absolute premium. The presence of multiple projects within a set and often small space calls upon the archivist in charge to stay extremely organized, so as not to confuse work already done with work yet performed. This also insures that materials of unrelated projects and collections are not intermixed in any confusion.

Day 28; Monday, 29 June 2015:

In addition to the operations within an archive and the placement and organization of its materials and collections, it is crucial to consider the factors of the location of the archive as a whole. In the best circumstances, this consideration is thorough and taken early on, preferably in the early stages of the establishment of the archive. In this way, any debate over the relocation of the archive – in the rare event it should occur – might be brought down utilizing these same early arguments. For instance, the placement of an archive within a particular structure – a museum, library, or government building, for instance – might be considered a common practice in some locations. The decision to build the archive at a subterranean level, however, is one of the most basic mistakes that might be made. This past weekend, rain water and roadway run-off flooded the lower levels of a number of Ball State buildings; the College of Architecture and Planning (CAP) was no exception. Had the Archive ever been placed at this level, instead of sharing a common area near the main Architecture Library and Visual Resource Collection (VRC) on CAP's first floor, this weekend's flooding might easily have proven absolutely disastrous.

Day 29; Tuesday, 30 June 2015:

Prescribing a collections' strategy to an archive is yet another consideration which must be taken early on to help define the purpose of the collection and to assist in bettering the quality of the archive's contents from the get-go. This strategy usually outlines the types of material which it will hold, making the acquisition process a quicker routine, and assuring that any archive, especially a topical one, does not accession material which is otherwise irrelevant to the aforementioned defined purpose.

Day 30; Wednesday, 1 July 2015:

In considering the collections' strategy mentioned yesterday, it is important to understand such a strategy's effect on the processing routine. The strategy, as explained, outlines the kinds of material which might be accessioned into an archive, what might be deaccessioned, and what might otherwise be transferred to institutions and archives elsewhere. In processing any particular collection, this strategy is of the utmost importance in sorting through the various materials within, cataloguing those which remain pertinent to the archive's purpose while sorting and transferring other items, whether to archival storage or other institutions. Utilizing a materials checklist, reviewing the collections' strategy, or the collection description might assist in simplifying the processing of the collection at hand.

Day 31; Monday, 6 July 2015:

To finish a week-long spiel on the importance of a collections' strategy within an archive, a certain "gateway" effect must be explained. That is to say that, first and foremost, the strategy for a particular collection – whether in regards to sorting, processing, or storage – must be confined within the specifications of the collection's respective donor's agreement. Before any strategy may be drafted by the archivist, the rights and responsibilities afforded to them by the donor of a particular volume of archival material must be thoroughly understood. The agreed rights given to both the donor and to the archive, and signed by each, might then allow the strategy to be formed in the first place. In any other case, an infringement on the archive's part might easily be found if materials are sorted, stored, or transferred in a way which violates any particular portion of the signed agreement.

Day 32; Tuesday, 7 July 2015:

The field of history presents a unique balance of physical and mental tasks to those who practice within. In certain ways, having the stamina to work in outdoor conditions, whether in the summertime heat or the chill of winter, for prolonged periods of time while managing large projects or tasks is just as important as having the intellectual ability to file through endless research, paperwork, and documentation within the confines of a greatly smaller office or cubicle to better the very same project or task.

Day 33; Wednesday, 8 July 2015:

To complete the various physical and intellectual, field and office tasks which nearly each historian must face in the completion of their work, they must possess a variety of skill sets. The completion of tasks within an office setting requires the attributes of teamwork with which any professional should be fundamentally aware. Cooperation, collaboration, and creating with others, present or not, are the basic abilities each office professional should have. The capability to do the same with the public, generally speaking, makes for an equally able and amiable field worker.

Thursday, 9 July 2015:

Day off.

Day 34; Friday, 10 July 2015:

As previously expressed briefly, strategies must be established for a number of emergency situations pertaining to historic materials, collections, sites and structures. These usually consist of preparations in the events of a natural disaster such as a flood, tornado, or earthquake. These external issues can wreak havoc on a historical fabric in a matter of minutes, and sometimes even over a wide-spread area. Take for instance the Palm Sunday, 1965, tornado which hit Russiaville, Indiana, destroying a wide portion of what had been a historic downtown area. Perhaps even more tragic, and certainly more personal, are the internal catastrophes which may affect a historian's work. Personally, the death of a family member, personal injury, and the time which it takes to recover from these occurrences can have a profound effect on the professional, their work, and the organization to which they are a part. Funding and other fiscal concerns, professional and interdepartmental relations might also incur internal stresses which place a similarly significant effect upon a team, organization, site, collection, et cetera. Much as in regard to the natural disasters to which many consider, effective and quickly implemented strategies must be established to absorb the impact of these internal stresses and traumas.

Day 35; Monday, 13 July 2015:

While history itself should not be considered the simple remembrance of dates and the events which occurred on them, certainly even the most stringent public historian would not argue *against* the observance of those same events on any particularly significant anniversary. This year, Ball State celebrates its fiftieth year as a University, making the transition from Ball State Teacher's College to its modern title, Ball State University, in 1965. Similarly, the University's College of Architecture and Planning (CAP) has spent the last few months celebrating its fiftieth year as a chartered part of BSU. On this day, Monday, 13 July 2015, as well, my father celebrates yet the same milestone of his own birth. As quick as they may be to focus upon their particular sub-field or era of study, professional historians must never forget their own personal past; where they have come from, and the invaluable people who have help them to get where they are today. Such remembrance of these significant persons, whether parents, relatives, friends, fellow colleagues, or the very institutions which they work for, provides a certain gauge of how much they have been so fortunate to achieve, a level sight on their current path, and a significant motivation to perform better, and reach further, in their practice. In my own reflection, I unquestionably owe a great deal to my own father for helping me to get this far, and certainly will in proceeding where I have not yet been. This entry is not only to serve as a way to wish him a very "Happy Birthday," but also to express that, at times, the most important course of history is that of ours and those who mean the most to us. *Now, how to break the news to him that he is now of eligible age for listing on the National Register...*

Day 36; Tuesday, 14 July 2015:

In today's age, professionalism, office conduct, and collaboration within a large group of people is changing, much in part due to the incorporation of technology into nearly every facet of "established" etiquettes. Webinars are but one instance of this current technological one, albeit an example which is well-known. Today, however, I participated in my first. With 200+ professional historians, including a host of archivists, curators, cultural resource managers, conservators, restoration specialists, and others, the webinar – hosted by two employees of the University of Pennsylvania's Museum of Archaeology and Anthropology, better known simply as the "Penn Museum" – covered the basics of the importance of social media in promoting the significance and ongoing work within an archive, museum, or other historical organization. Of course, an online webinar on these aspects of social media alone identifies as one example of the thorough encroachment of technology within a field so deeply rooted in the past.

Day 37; Wednesday, 15 July 2015:

Within the arena of interaction between a historical institution and its online audience, especially in the form of social media, there are two forms of exchanges: one-way and two-way communication. Presented by the representatives of the Penn Museum, these forms are relatively self-explanatory, but help to identify the efforts of those institutions, and how they might better balance, or perform overall, in their online efforts. One-way communications are a digital monologue of sorts; those online campaigns which are presented for the online public to take in, but not to necessarily respond or react in any particular way. Sponsored promotions on Facebook and advertisements on commercially-sponsored sites like Pandora and YouTube, and "pinning" items onto Pinterest constitute three forms of one-way online communication. Two-way efforts, alternatively, are digital "dialogues" or "conversations" between an institution and its audience. This type of communication might be provided via blog, Facebook, or Twitter posts, where the public is free to comment with their own critiques, commendation, or expertise, the creation of online surveys, and through uploading videos to YouTube. Either method, applied appropriately and proportionally, can greatly assist an organization with its online public relations.

Day 38; Thursday, 16 July 2015:

Online communications have long been thought of as a place to spell out the facts, usually mixed in with more than a generous portion of personal bias, and present the product to the masses around the world. More often than not, this entails lengthy articles and editorials which the online publisher might wish their audience to thoroughly read and digest. This same ideology, however, can in no way be applied to the field of social media; indeed, the creation of such connected and instantaneous forms of technology appear to have greatly shortened the attention spans of the population in general, especially so in situations engaged with the likes of Facebook, Twitter, or another online social platform. Appropriately, then, all communications created for these platforms by an institution must act not as an editorial or speech, but more so as a digital “billboard” – something not to be digested and thought about, but to be quickly noticed (perhaps for just a few short seconds) and perhaps subsequently considered. Any article or data surrounding the post itself might easily be contained to a page on the organization’s website, where the audience might gain additional information or insight, just as many of the products advertised on the side of America’s highways and interstates might be quickly found at a nearby grocery.

Day 39; Friday, 17 July 2015:

Frequently, it can be much more gratifying to make personal milestones and micro-deadlines, such as those which I discussed weeks ago, while facing adverse conditions. Not only can there be innumerable “speed bumps” such as disorganization or errant classification, but personal illnesses, whether day-long or long-term, might severely affect one’s performance along the way as well. Still, it is of the utmost importance to keep an excellent level of self-confidence and morale at these times, so as not to become terribly discouraged during them. Achieving the goals you have set for yourself, either large or small, can improve this disposition invaluablely.

Day 40; Monday, 20 July 2015:

Incomplete records, or worse, scattered records, are one type of nightmare which might afflict the organization of any major collection. Within the many rounds of material and their inter-organization, records of a similar event, exchange, or structure may be located in differing amounts throughout. Amassing this material as the volumes are gone through might easily result in the creation of a type of “Frankenstein’s monster,” which might be cobbled over a long period only to come quickly, though not hastily, together. Taking the time and diligence to thoroughly organize the material, though not necessarily following the “more product, less process” (MPLP) ideology, assures that its recording is complete, and thus betters the overall collection.

Day 41; Tuesday, 21 July 2015:

Professionals in nearly any type, historians especially, need not only keep abreast in their own respective fields, but might also benefit from a certain degree of political awareness. The underpinnings of the discipline of history are well-rooted within the bounds of politics and political policy – most considerably so in the fields of archival science, conservation, and preservation – which consistently changes over time. Today alone, for instance, the National Trust for Historic Preservation (NTHP) issued an email requesting action to be taken against a “*transportation reauthorization bill*” which seeks to lessen or even destroy the requirements of Section 4(f) U.S. Department of Transportation Act of 1966, which takes into consideration the effects of highway and roadway construction within historic contexts and near historic resources. Recipients were urged to email their state senators, voicing their opposition to the proposed bill. A brief alert went out from the Society of American Archivists (SAA) just hours later, reading:

“Tuesday, July 21—SAA learned this morning from the National Coalition for History that the House Oversight and Government Reform Committee, which oversees NARA [the National Archives and Records Administration], will take up a bill tomorrow morning to address the recent data breach at the Office of Personnel Management. Committee Chairman Jason Chaffetz, who introduced the bill, proposes to offset the costs associated with implementing it by eliminating the National Historical Publications and Records Commission. With markup certain today, we thought it important to notify you of this situation with an understanding that it will be very important to take action – both as individuals and collectively – when this bill comes before the House. We will notify you as soon as we’re aware of that timing. SAA is communicating with the Council of State Archivists and the National Association of Government Archives and Records Administrators regarding this situation and further action.”²

Clearly, being aware of these ongoing political issues can assist in making a proficient professional an even more proactive one. Having this political knowledge may give a group the edge from a reactionary standpoint, as well, issuing rapid collective action to stop threats against the inner workings and already success systems of a particular field or subfield.

² <http://archivists.org/house-committee-action-to-eliminate-nhprc>

Day 42; Wednesday, 22 July 2015:

Alongside political issues, it pays similarly so to pay heed to the information provided through the social news outlets, including the social media examples discussed last week. This applies especially so when considering the knowledge to be gained from the information given out by fellow institutions and organizations. Within a week or merely a day, a great deal of exchanges and developments might come about, in much the same manner as the political ones discussed yesterday. One such development just today was the official release of the “AP Archive” YouTube channel by the Associated Press, which brings *“more than 1 million minutes of digitized film footage to YouTube... it will be the largest upload of historical news content on the video-sharing platform to date,”* including *“more than 550,000 video stories dating from 1895 to the present day... viewers can see video from the San Francisco earthquake in 1906, exclusive footage of the bombing of Pearl Harbor in 1941, Marilyn Monroe captured on film in London in the 1950s and Twiggy modeling the fashions of the 1960s.”*³ Weeks prior, the Indianapolis Museum of Art similarly and proudly announced the completion of their three-year venture to completely digitize The Miller House and Garden Digital Collection, a \$190,000.00 project which went “live” within the last month. The announcement also made certain to mention the established tumblr® platform the project has been utilizing to display its progress since 2012. The information garnered through these press releases, issued by fellow institutions, can also aid in keeping professionals in the know.

Day 43; Thursday, 23 July 2015:

Not only might samples of the same material or subject be found in multiple locations or iterations in the course of processing a collection, but also, multiple differing items might be found in one particular selection of material. For example, the rolls of material being processed within the Wright, Porteous & Lowe collection usually contain – at least in the majority of instances – one commission or piece of work. Unassuming rolls, however, which look to contain one job, might actually contain over a dozen. At this point within my day-to-day progress, these examples are a hamper to otherwise steady progress; while they diversify and grow the collection, they also take a considerable amount of time to fully process, and might indeed add to the conglomeration of other material previously catalogued.

Friday, 24 July 2015:

Personal day; funeral.

³ <http://www.ap.org/content/press-release/2015/ap-makes-one-million-minutes-of-history-available-on-youtube>

Day 44; Monday, 27 July 2015:

A concern for simplicity is of key importance in the creation of any database, or the software which runs it, for that matter. Maintaining an easy-to-understand and easy-to-navigate site experience easily and invaluable improves the user interface. Interactions such as these are usually more beneficial for an institution's patrons, which might encourage them to revisit the site frequently in-turn.

Day 45; Tuesday, 28 July 2015:

Maintaining a level pace while in the face of set-backs is a proper, proficient, and professional way of conducting oneself while in those situations. In the processing of any collection, these set-backs are often unanticipated, and might stem from any number of causes. Disorganization, prior but incorrect sorting, and a coagulation of material from a donor might all mean detours which then comprise the work of the next day or two. A number of these set-backs might mean working late hours to keep pace or the delay of a particular project by as much as a week. Keeping a level-head of thinking and increasing pace while still thoroughly processing a collection can greatly assist in overcoming these occasional barricades.

Day 46; Wednesday, 29 July 2015:

Technology itself single-handedly presents both the greatest advantages for the field of history, especially in terms of digitization and other computerized trends which are sweeping the field currently, and one of the most annoying and inconvenient obstacles. When technology is used correctly and cooperates, massive amounts of historical data of any significance can be quickly and relatively easily brought forth before the public. Adversely, however, it can present a similarly quick irritation, and even threaten those same amounts of data. Good practices in terms of the incorporation of technology include possessing a slightly-more-than-survey knowledge of whatever computerized equipment you are utilizing, an active and strong data back-up, and standard protocols for responding to data breaches, crashes, and other, more minor failures.

Day 47; Thursday, 30 July 2015:

Routinely maintaining a clean and workable environment is a beneficial measure for any workspace or office cubicle. It is always of crucial importance, however, when dealing with artifacts, especially within the confines of an archive. In many ways, the fibrous nature of the bond, vellum, and canvas that historical drawings, documents, and other illustrations are made upon causes them to act as a sort of "sponge," gradually soaking up any humidity (which is a beneficial factor, but only at the appropriate percentage) in the air, oils upon the hands of those handling them, or dirt upon the tabletops which they are surveyed on. Taking caution to prevent the interaction of these materials and inappropriate levels of any of these detrimental factors can ensure their long-term survival for many generations to follow, who might also have new and changing hampers to the same material.

Friday, 31 July 2015:

Day off.

Day 48; Monday, 3 August 2015:

The question of what I would say to those who worked in the WP&L firm (George Caleb and, later, William Caleb Wright, Alfred John Porteous, Charles C. Lowe, and Robert L. LaRue, among others) had I the ability, arose recently. At first, I was taken aback, and answered simply (and sardonically) that I wish they would have disposed of certain sorts of drawings before donating them to the Archive, as they are either unstable copies or in forms which our strategy does not allow us to keep. Of course, this answer was a quick and reactionary one, thinking of nothing more than the simple convenience of making the collections' current processing easier. Given the true chance, I would have been more prone to thank them for creating such a rich, diverse, and even beautiful series of works. Sorting their hand-drawn, hand-measured, and hand-illustrated delineations from between thirty and sixty years ago is a welcome reprieve in an era where drawings are almost exclusively produced utilizing computer programs. The skill, knowledge, and even – to an extent – the personality of each associate of the WP&L team comes through in a way which can never be fully expressed through comparatively impersonal computer software, and makes for a collection whose aesthetics are of as high a standard as its content.

Day 49; Tuesday, 4 August 2015:

While working today, I continued reflecting on just what I would say or ask the men of the firm of Wright, Porteous & Lowe, if I were able. Possessing a cursory knowledge of the modern ways and methods of producing architectural documents, a strong thought which I have is what these men would have thought of them. Would they be amazed at the ease and simplicity of the software, upon a cursory inspection of it? Or would they see the computerized alternative as a detriment to their own art-form, and to their discipline more generally? This is no easy question to answer – not due to the passage of time, but even to the contextual clues given by the firm's purchase by Bonar in 1990. The last drawings of WP&L are produced with (what could be called today "rudimentary") computer-aided drafting (CAD) programs of the late-80's and early-90's. Was it the age of the firm's principals which spelled the end of WP&L, or the switch over to these new technological methods? Given the time that the firm dissolved, it's nearly impossible to say. What is clear in the drawings of the firm's last five years (roughly 1986-1991) is that new forms were taking shape at the time, forms drastically different than those utilized by the firm throughout the three decades leading up to that point.

Day 50; Wednesday, 5 August 2015:

Today marks a number of milestones pertaining to both the processing of the Wright, Porteous & Lowe collection and to my internship, overall. Today is the fiftieth day of my interning with the Documents and Drawings Archive, and though there are many more to come, I cannot help but be satisfied to know (having now worked 226.25 hours) I have officially reached the half-way point in my experience. While the weeks ahead will see a reduction in the number of hours worked weekly, due in large part to the stress of the coming fall semester, I am happy to have successfully reached this point as an aspiring public historian. Today also marks the three-month point of my time living and working – instead of simply studying – in Muncie, and the end of what I have considered my “second round” of work. This “second round” has consisted of approximately forty cubic feet (an educated guess, as I have quickly learned such estimations are difficult to make) of additional material, which was brought out of the Archives and is now processed into the collection’s database. Finally, today brought an end to my term working in the first-floor gallery of the College of Architecture and Planning (CAP). Over the next two days, I will be transporting my materials and workplace to a new location, where I will continue processing the remainder of the collection and my internship. The transition should be an interesting experience, with all hopes set on finishing the move by Friday.

Day 51; Thursday, 6 August 2015:

Having a healthy dose of professional fun every once-in-a-while is beneficial to any hard-working, dedicated employee. Attending conferences, workshops, or debuts such as this evening’s opening of *From Magic City to Middletown: 150 Years of Muncie History* within the Archives and Special Collections of Ball State’s Bracken Library, promote networking within the field of history, establish professional connections and relationships, and encourage the exchange of ideas and information between parties from different institutions of history. They also, of course, provide for a short escape from the everyday business of the office and allow for a good deal of comradery, catching up, and the celebration of a significant milestone or achievement. The overall morale of the working professionals in attendance might also be promoted in such events, providing for a greater enjoyment of their work and reaffirmation of their choice in becoming a historian, public or otherwise.

Day 52; Friday, 7 August 2015:

While the environs surrounding a particular collection or archive are of constant concern, little can be done on the human scale to control the heat of the sun or the times at which it might rain (in other words, when humidity levels might spike, level, or fall again). Controlling these factors, then, becomes the true tour de force for any professional archivist. In their defense of materials, they may implement a series of environmental controls – ample heating, ventilation, and air conditioning (HVAC) not the least of these. The supreme importance of installing these systems for the benefit of an archive is second only to their maintenance and the immediate fix of any issues incurred in their use. HVAC, recognized for its luxury across the nation, can also serve as a necessary and vital sentry for archival materials, day and night.

Day 53; Monday, 10 August 2015:

The information which is attainable through simple and quick research can often time yield some incredible pieces of knowledge. A further, and perhaps more studious, affirmation of this information through evaluating the credibility of its author and their own sources can mean the quick addition and improvement to any lot of historical data. It is this kind of research, done by an archivist or other historian, which gradually coalesces over time to constitute a historical richness to any collection, exhibit, or historical work.

Day 54; Tuesday, 11 August 2015:

In many ways, the job of an archivist might be popularly assumed to be fairly simplistic: a.) somehow obtain new historic material, b.) store in away in drawers and boxes, all recorded on smaller catalog cards or on an online database, and c.) watch over it for many years, entertaining those who sojourn within the confines of the archive to look for said material. To say that growing old watching over historical materials like a gatekeeper is a romanticized is an understatement in the least, and utterly wrong in many ways. An archivist must be knowledgeable regarding the constitution and integrity of particular materials and substances, prepared – when these materials arrive on the archive’s doorstep – to quickly judge the condition of these materials, assessing their quality and making any necessary adjustments in the course of a donation’s accessioning. In much the same way, similar judgements must be cast in the processing of a particular collection after it has been acquired – and, of course, once a donor’s agreement is understood and signed. Material stability, condition, and significance might all be critiqued in order to evaluate whether it might be worth the “real estate” which it will consume within the archive’s valuable and limited space. Once, and only once, these decisions are made, the material might be brought in and catalogued properly, whereupon it enters its first in a great number of years actively maintained, preserved (or conserved), and monitored by the archive to which it is entrusted.

Day 55; Wednesday, 12 August 2015:

Imagine the following situation: you are given a large box, approximately 4 cubic feet in capacity, alongside another set of boxes, one square, the other rectangular, each measuring 1 cubic foot, a cylindrical case, and a triangular case each of these measuring $\frac{1}{2}$ cubic feet apiece. You are expected to package each of the smaller containers within the larger for shipment elsewhere, with the protection of these components the utmost concern. Accordingly, you are expected to maintain an acceptable amount of open space for packaging between the components, ensuring their safe arrival at this unknown, future destination. Utilizing basic math, you quickly realize you have 1 cubic foot, approximately $\frac{1}{4}$ of the available space, to do so. In some cases, you may be required to rearrange the interior to most suitably or most conveniently fit the materials at each stop they make along the shipment route. In many ways, an archivist's job mirrors a process not unlike the hypothetical situation illustrated here. Beyond the sorting and recording of processing, an archivist must be ready to rearrange their materials in a way which might better suit the archive's space and the preservation of its materials. Similarly, the extent to which this space is limited might easily be as tightly confined as the example given; a simple game of *feng shui* can quickly turn into the world's most challenging match of *Tetris*. All-the-while, the archive professional must be ready to make such transitions smoothly, and even possibly plan for changes in the archive for the future, in conditions where they might or might not be at the helm. As the archive makes its way through these stages, the protection of its materials in the course of preservation for the next generation is a foremost concern.

Day 56; Thursday, 13 August 2015:

Resolving patron requests in a timely and thorough fashion is a critical responsibility which every archivist – and which any historian, in some way – is charged with. Frequently, these requests may be submitted with the patron's own deadlines attached, as they often require the information or material in order to complete a period of research or writing. Sorting through these requests quickly and returning to the patron a comprehensive account of which archival materials might best assist them ensures amiable reviews and returning clients.

Day 57; Friday, 14 August 2015:

Again today I was reminded of the supreme importance of a thoroughly clean, well-organized, and properly arranged workspace as I created my own with the Drawings + Documents Archives' Annex. My work station for the remainder of my internship's term will be located within, and is now a relatively spacious and open space which will assist me in sorting, recording, and storing the materials which remain in the Wright, Porteous & Lowe, Inc., collection. This week has consisted of transporting the residual "loose ends" of material mid-processing within the archive. Additionally, this coming week will consist of lessons within the proper cleaning and maintenance of the physical archive, as opposed to its materials, as we prepare for the coming academic year and, simultaneously, the increased traffic which the Drawings + Documents Archive will witness.

Day 58; Monday, 17 August 2015:

It is important, in the course of running an archive, that long-term projects not overrun the entire archive space as they are processed or otherwise organized. Keeping a certain distinction in regards to space between small and large projects helps to maintain an organized archive in its own way, and makes multi-tasking between deadlines and goals immensely easier. Cleaning the archive completely in-between tasks or following the completion of major projects ensures a clean and highly-functioning space, produces a well-presented environment for all archive patrons, and allows the unfinished collections to keep organized, as well.

Day 59; Tuesday, 18 August 2015:

Keeping current with social, professional, and practical trends in the field of public history, and of the subject matter with which your institution specializes, are invaluable to adapting said institution to perform most proficiently in today's highly technological – and thus, rapidly-changing – environment. For instance, being aware of which styles, practices, and ideologies are most popular with architects, industrial and interior designers, planners, and the general public might easily give those working for the Drawings + Documents Archive to have more material of that avenue readily available for viewing, instead of stored away. As well, displaying works of these ideologies and styles through social media outlets and/or in upcoming exhibits can be an easy way of making the archive – or any archive, by a similar practice – more relevant to the public.

Wednesday, 19 August 2015:

Day off.

Day 60: Thursday, 20 August 2015:

Once the same patrons mentioned earlier this week are successfully attracted to the archive or historical institution in question, the presentation of the space within should remain a primary concern of any archivist or historian. This can, of course, pertain to the way in which the material requested, exhibitions, or collections are shown to the patron, or even the manner in which the service to this patron is provided. More simply – and more importantly, perhaps – this presentation also applies to the organization of the space, most specifically to its cleanliness. Though the measure may seem relatively basic, it undoubtedly establishes the patron's first impression of the institution, and may make their initial experience impressionable and satisfactory from the moment they (literally) step through the door.

Day 61; Friday, 21 August 2015:

“Paperless” initiatives, and other measures to generally decrease the dependence on printed material, are a staple of current technological trends and advancements. In many ways, this movement has presented positive results, and looks to decrease the amount which the world produces in “hard copy” into a fraction of itself just a few short years ago. In a similar way, however, the idea of a “paperless archive” might easily raise eyebrows. Dismissing arguments for or against such an initiative, one must first digress simply to whether such an institution might even be able to practically exist, and for how long if so. Can something as an open-source, free-use, online collection of only digitally available material actually survive? What ethical concerns, both now and in the future, surround the loss of the original material? What of the hiring and payment of a professional archivist to maintain the archive – are they necessary? And how might their job differ from that of a current, “traditional” archivist? Similarly, what of the funds to properly maintain and add to the collections, and quickly address any issues which arise in the digital system? In the course of the next week, I hope to draw on my novice experience working within an archive, the information which I have gather so far, and my own speculation to address these questions and others regarding the future of archives, both digitally and traditionally.

Day 62; Monday, 24 August 2015:

A rewarding facet of working in any discipline of history – whether the archival or curatorial sciences, historic preservation, or education – is the appreciation garnered for the other diverse fields which correlate so closely to that of history. Working in preservation, for instance, historians of all walks might quickly attain a sincere respect for the work of architects, the history of the United States, and for the architectural styles which have developed through the work of both through the years. Similarly, working within an automotive museum, one might also gain a significant knowledgeability in the arena of automotive mechanicals, the companies which built the vehicles they study, and even the materials used in their construction. The appreciation of these and other fields makes the study within a single particular example, history, all-the-more rewarding.

Day 63; Tuesday, 25 August 2015:

In the study of historical documents and drawings, especially those of an architectural nature, it is important to decipher which might become the most significant within the collection. This significance can stem from a variety of factors, and differ between sets of drawings within a particular sample. Cultural and political facets can both lend a high degree of significance to an individual drawing or drawing set, as well as those selections which prominently display a clear example of a certain architectural style, lend themselves to illustrate the urban planning or design of a particular city or location, or are otherwise relevant given their extended history. In studying these drawings, the realization of the structure’s fate is of crucial importance in understanding its context: documents pertaining to a building long since destroyed may be equally as significant as those belonging to one which retains its original design and/or use of exterior and interior spaces.

Day 64; Wednesday, 26 August 2015:

Reconnecting with former colleagues after any extended period of time – whether a number of months or years – can often be an enjoyable and rewarding experience while working in a professional setting. It can also be an incredibly discomfoting, or otherwise awkward, experience. The difference between the two usually lies in the degree to which one professionally networks. Keeping in touch with these individuals outside of face-to-face conversation – an increasingly easy thing to do in the age of social media – can be invaluable. As well, knowing which projects, celebrations, and other work which they have recently participated in can make meaningful and friendly conversation exponentially easier, and thus, make the reunion an amiable one.

Day 65; Thursday, 27 August 2015:

As discussed previously, an archivist might easily be one of the first in a crowd to truly appreciate the way in which a space or structure is utilized, and to what extent that use might be improved. This applies doubly when working within the realm of architectural history. Truly timeless designs, much like timeless books, are considered to be those whose relation to the modern world and the way in which it functions are still deeply connected. In examining architectural plans, the evidence of these designs is seen in those whose craftsmanship, planning, or other “character-defining features” still help to serve the purpose they were originally intended for. Spaces such as those exteriorly used for exercise and leisure on college campuses, public buildings with atriums and other designated meeting spaces – which still serve adequately in their original iteration – and other details can often lend a design from history to become a classic.

Day 66; Friday, 28 August 2015:

One week ago, on the 61st day of my internship, I speculated on the prospective history of archives generally. I pondered whether we might someday see the creation of a digital-only archive, with the absence of a full-time archivist – potentially even replaced with an Information Technology (IT) specialist or other tech-savvy administrator – and the original forms of the information and materials contained within. In theory, such an approach can only practically apply to archives which are comprised primarily of documents and other paper-based artifacts, unless those containing material items simply documented said items via photographs and disposed of the actual artifact – an unlikely proposition in any regard, as long as those considering a move possess any historical ethics. Such a future might indeed exist for smaller, paper-based collections with no alternative for storage, in situations where the digital existence is an improved measure over the material's outright disposal, or in those where the institution in charge simply cannot afford to have a designated archival space open to the public regularly. In either of these regards, the materials and potential patrons are best utilized and serve through a digital-only alternative. In many instances, however, it is very difficult to best the systems of physical storage, conservation, and preservation which are already ongoing, and have been for some time. In my own novice opinion, the greatest change in regards to technology in the immediate future will come through its integration into the traditional methods which have been practiced historically – a process which has already certainly begun and will only continue to evolve, rapidly at that.

Monday, 31 August 2015:

Day off; Illness.

Day 67; Tuesday, 1 September 2015:

Today provided a quick reminder of just how much I have learned in the course of my time with the Drawings + Documents Archive here at Ball State. Welcoming the graduate assistants who will be working for the archive this fall this morning, I was placed in charge of instructing them on the basics of the archive's inner workings, the correct procedures by which to handle and process individual documents, and the online database input methods. As I went through the protocols of each of these facets, I simultaneously thought of the work and care which I have thus far put into my internship, and the education which I have quickly and invaluabley garnered from it. Seeing many of these graduate assistants begin this week where I did just over some three months ago caused me to realize the great deal of practical knowledge which I now plan to bring into my professional field, with the hopes that it might help me along the way.

Day 68; Wednesday, 2 September 2015:

Trust is a vital element of any mutually beneficial professional cooperation. This applies not only in regard to a reassurance of the other's integrity, but of their work ethic, responsibility, and organizational skill. In such relationships, each individual must be able to trust that the tasks, duties, and roles which are given to the other will be assumed with the utmost seriousness, and that – through this trust – the goals which are decided upon between them are reached in a timely and proactive fashion.

Day 69; Thursday, 3 September 2015:

Maintaining a consistent project schedule, despite fluctuations or changes in personal or work schedules, is a challenging – though valuable – skill to have as a working professional. This ensures the project manager and those working within it that short- and long-term goals will still be met in the course of the project, avoiding set-backs and potential incompleteness alike. As I transition into my third “regular” schedule since the beginning of my internship this coming week, it will take a considerable and rapid adjustment to be certain the pace which has become standard is continually met.

Day 70; Friday, 4 September 2015:

Saving the relics of the past for the future generations can assumed multiple forms; among them, the most prevalent are preservation, restoration, and conservation. For many, the terms may seem interchangeable, and indeed, many use them as such. Distinct and important differences, however, exist between the three, and should be understood by a larger audience of history. Preservation, perhaps the most well-known application, does not always entail all the various methods deployed by the field bearing the same name; singularly defined, rather, it refers to the act of maintaining an artifact intact as discovered, while protecting it against detrimental agents within the environs it finds itself. Conservation, similarly the title of a field, is often misunderstood to apply *only* to acts of saving the natural environment, rather than the built environment or in regard to museum science. Conservation, relative to public history, can be defined as protecting any artifact, structure, or document in its aged state – complete with all the rips, tears, patinas, and erosions of time – and maintaining this condition as best an organization can. Restoration, not seen as so much a proper noun as a simple verb, refers to the refurbishment of such an artifact to a particular point in time – most commonly, its initial manufacture or construction. In some regards, purists regard the simple cleaning of an artifact as a form of minor restoration. For some forms of historical matter, this latter process can be rather difficult.

Monday, 7 September 2015:

Day off; Labor Day.

Day 71; Tuesday, 8 September 2015:

Often, it takes more than mere resourcefulness and luck to create unique and beneficial opportunities for patrons and other institutions alike. Thinking of how changing technologies and connotations might affect one's field and how to adapt to best accept these changes positively is, as has been proven time-and-time again, an invaluable insight to consider. Beyond this kind of introspective thinking, however, it is equally important to consider how these technologies might benefit the fields both related and interconnected to history in order to perhaps garner the greatest effect. Often, sharing the ideas creating through this sort of extrospection can generate new ideas and concepts which might be applied to potential professional partnerships otherwise unrealized by two separate institutions.

Day 72; Wednesday, 9 September 2015:

Considering the previous point made in relation to the unlikely and yet beneficial merger of two professional fields, it is important to understand this is not always the case. Much like the tendency of any two particular persons or groups within a civilized society, fields may waiver in their interactivity, and grow apart at times to nearly as far a degree as they might otherwise occasionally be cooperatively connected. Schisms, formal disputes, and professional disagreements might easily cause the divergence of two practicing fields, or – at the very least – groups of those practicing within. While it is often the most professional practice to avoid such issues, their emergence from time to time (especially as new discoveries are made at a more rapid rate in this age of information) is nearly inevitable.

Day 73; Thursday, 10 September 2015:

Interactions, when certain fields do come together, are not always immediately well-received and/or inherently beneficial, as may have been suggested in these earlier entries. Oftentimes, even the most seemingly logical and inarguable melding can often produce both negative and positive outlooks towards the combination of certain studies, occupational codes, and professional methods. Frequently, throwing ethical issues into the coalescing of certain fields for any period of time, no matter how brief or intimately, can quickly trigger irritation and argument. In such an instance, questions toward the official moral stance which any particular field assumes can quickly arise. Many combinations, however, do produce positive results, even if their initial integration is less than ideal. An immediate instance which now comes to mind has just presented itself within the last forty-eight hours, as the Interior Design program here at Ball State has made official its aspirations to move to a new location within the College of Architecture and Planning, away from their current residence in the College of Family and Consumer Sciences. In Wednesday's edition of the *Ball State Daily News*, those leading the program made it clear they hope the move will come at least before 2017, a relatively short period for such an extreme move. This will serve as an example in which this inter-professional integration and melding, though already closely related, will certainly become an interesting evolution over the course of the coming weeks, in which a response from either CAP or the university itself might be expected.

Day 74; Friday, 11 September 2015:

Being publicly and highly awarded for your accomplishments is perhaps one of the best feelings of instant gratification within any field. Hard work in the execution of an excellently composed and expressive work, as well as the dedication which its creation requires, all merit a certain kind of appreciation; having your piece received so amiably as to be commended for its very creation, however, is another item altogether. Today, Drawings + Documents Archivist Carol Street was awarded the Margaret Cross Norton award from the Midwest Archives Conference (MAC) for her recent article which appeared in *Archival Issues*, the MAC's journal publication. The article, *Interactions of a 3-D Kind*, regards the use of the 3-D printing process to create replicas of certain artifacts or architectural details, a project which the D+D Archive has been involved with for approximately two years. According to the MAC's website:

"The Margaret Cross Norton Award recognizes the author of what is judged to be the best article in the previous two years of Archival Issues.

*The award was established in 1985 to honor Margaret Cross Norton, a legendary pioneer in the American archival profession and the first state archivist of Illinois. The award is presented on odd-numbered years for articles appearing in a two-year (four issue) cycle of Archival Issues."*⁴

Ms. Street was considerably happy to have won the award, and to see her work so well-received. The exposure might easily incur greater and more positive publicity for the archive itself, and perhaps a greater interest in – and professional discussion towards – the utilization of emerging technologies in their application toward historical objects and preservation.

⁴ http://www.midwestarchives.org/index.php?option=com_content&view=article&id=82

Day 75; Monday, 14 September 2015:

Historically speaking, it is difficult to say whether the connections we create, the work we perform, and the acquaintances we make will ever hold true and enduring significance to any greater audience than ourselves and our coterie of professional colleagues and friends. It may well be easy for an individual working with the likes of Oppenheimer in the field of science to now realize how significant their contributions would become, or what historical meaning their work will continue to hold; the story is similar for anyone who may have met or worked with Eero Saarinen or – more recently – Frank Gehry in the world of architecture. But to determine whether those we know and meet contemporaneously will mean anything more is exponentially more difficult. Today, I would like to believe I made the acquaintance of a gentleman whose relevance will be as significant in the future as it is today. Joining the Drawings + Documents Archive team, I attended a lecture by Peter Walker, the landscape architect of the grounds at the 9/11 Memorial in New York City, New York, at the BSU College of Architecture and Planning. Mr. Walker is an esteemed L.A. within the world of architecture, whose work is known by many, and whose importance historically may well continue for numerous years. I shook his hand, thanked him for his lecture, and even got a picture taken with him, hoping that someday it may prove an interesting token of my time at Ball State as a budding preservationist and architectural aficionado.

Day 76; Tuesday, 15 September 2015:

As students, one continually strives to challenge themselves at nearly every opportunity. This may come through enrolling in a new course of study, working on an immersive project, getting a job while as a student, or even making new friends during our short time in college. As professionals, the desire to take on new and different challenges cannot diminish. One must be willing to tackle these opportunities as they arise, whether to further their career, introduce themselves to new outlets within their field, or to stay on top as one of the premier authorities within their own range of expertise.

Day 77; Wednesday, 16 September 2015:

Publicity – in the right moderation and in the right ways – can be just as great an asset as any new technology. It helps to introduce, reacquaint, and familiarize individuals with the field of history, making sure the work of colleagues and other professionals is not overlooked or otherwise unnoticed from a general lack of public knowledge. Of course, there must be something to advertise to draw the public in – attractions which are ever-changing to maintain the public interest, entailing the work of the historian, curator, or archivist must never stop in the hunt for new and engaging ideas.

Day 78; Thursday, 17 September 2015:

Maintaining varied interests – in a way, knowing a little about everything, instead of everything about something little – can be helpful in the field of historical research. This might include knowing an equal amount about the Renaissance and the Cold War alike, and is not to say that having a special interest in any particular period is a negative attribute. Rather, it is quickly recognizable how to an architectural historian, a survey knowledge of construction methods, remediation issues for structural deficiencies, and the details of ongoing legal issues in regards to the field of architecture might all be helpful. This is not to say anyone need possess an expert level of knowledge in each regard; simply being aware is a valuable tool alone. This knowledge can also cross fields. For instance, a drawing recently came across the Drawings + Documents desk, which looked to be like any other electrical schematic, an untold number of which the Archive has seen prior. I was alerted to the fact that this, however, was the electrical schematic to a model railroading set, a hobby which I have been familiar with, and have even practiced, for roughly 15 years. I was quickly able to dissect the drawing, determining its age based on the document type, the way in which the schematic had been printed, and the methods by which the track ran. My knowledge of Direct Current power systems and Digital Command/Control modules allowed me to determine the drawing was of the former, older system, and was then quickly able to determine the layout's "blocking" and "switching" wiring. While such instances of knowledge crossover may be seldom, it can occasionally prove interesting, fun, and create an additional element of enjoyment for the working professional in question.

Friday, 18 September 2015:

Day off.

Day 79; Monday, 21 September 2015:

While writing skills remain the single-most exalted of all skills which historians possess – and the single-most attribute which instructors will stress – surely a similar excellence in one's ability to take notes should come a close second. Notes possess a number of forms – mental, physical, and academic, broadly speaking. Each has its own level of formality, and a differing level of capability. Put correctly to use, however, each kind can prove equally valuable.

Day 80; Tuesday, 22 September 2015:

Mental notes are those pesky reminders quickly made and even more quickly forgotten – perhaps the most common, but also most ineffectual, type of notes taken. In many instances, it is wise to replace these mental notes with their physical counterparts as immediately as possible, especially those made in professional circumstances away from pad and pen. They can, however, serve invaluable in keeping oneself mentally on-track in regards to deadlines big and small, and become nearly impossible to forget when tied with some clever mnemonic device. Planning to have 25% of a project done by the 25th of a particular month is one such clever example.

Day 81; Wednesday, 23 September 2015:

Physical notes are a more substantial and lasting reminder of goals, ambitions, project concepts, and other ideas which should be taken down and neatly organized. They are for many people, however, small thoughts of differing priority and importance which are later strewn across an office or other workspace. Pinned up and strung together, however, these small reminders and ideas can make interesting and cohesive inspirations for the professional working up their own concept. They are not as formal as academic notes, but are usually invaluablely helpful all the same; photographs from the past of the personal offices of famed thinkers, scientists, architects, and historians alike illustrate this most directly. In this age of information, however, this physical type, whether written on Post-Its™, legal pads, or paper scraps, are more-and-more frequently being replaced with a similar but digital equivalent.

Thursday, 24 September 2015:

Day off; course assignments/projects work.

Day 82; Friday, 25 September 2015:

Academic, or otherwise professional, notes are the most valuable in terms of increasing personal knowledge and allocating for the progress and success of a project, idea, or concept design. For roughly three years now, I and my fellow Class of 2016 have been taking this type of notes to increase our intellect, utilizing them to succeed during quizzes, tests, and examinations, and further, to enhance our own knowledge and collegiate experience. These notes, in the professional realm, serve a nearly identical purpose, and – instead of the lecture hall or laboratory – are taken in professional workshops, conferences, and presentations, for some type of long-term retention in the hopes they will serve valuably as educational pieces now or in the future. For an archivist, these notes can also be taken, recorded properly, and accessioned into a particular file or collection. Often, documentation or personal files are kept for this reason, and usually left to the archive after an archivist's retirement.

Day 83; Monday, 28 September 2015:

Seasonal change – such as that which is occurring currently – may seem insignificant to many, whether historians or not. Beyond a change in dress and preparing for the impending Holidays, the daily routine seems, for the most part, unchanged from its usual pace or process. While it is true no Earth-shattering events develop as these transitions occur, we do often overlook those small changes and adjustments which we inadvertently – or unconsciously – adapt to. Perhaps it would be wise, as professional historians, to exploit these slight and seemingly insignificant changes for our own benefit, and the benefit of our field. Though the idea may seem as mundane or trivial as the seasonal transition itself, each of these quarters of the year – Winter, Spring, Summer and Fall – conjure certain moods and attitudes which we might take advantage of.

Day 84; Tuesday, 29 September 2015:

The first of these changes to explain, and currently the most direct, is that between Summer and Fall. Now in the second week of the latter, a certain chill is already filling the air, and leaves have now begun to litter the walking paths and roadways of campus. Fall brings with it a sense of completion and success; the harvest season has begun, the trees are preparing for the winter to come, and the weather itself tends to be more temperate (and often thus, more favorable) than its summertime predecessor. This causes many, as in Spring, to emerge from their homes and explore about. Much has been written about backroads in the fall, the foliage to be seen along and near it, and the need to pick apples from a country orchard, primarily for the creation of perhaps the Fall's most popular product, cider. With this time also comes the occasional gathering of people at church festivals, craft shows, and school functions, all of which can attract a sizeable public crowd. Here, historians might vie for the attention of the public in this active season, presenting aspects of history which may draw them in and subsequently help the cause of a historical society, archive, or other historical institution. This might easily prove especially popular regarding past harvests and events in the local history of small towns and rural counties/communities, as has been seen at this time before. As well, the demonstration of particular crafts and trades of the past at local crafts events may gather similar and beneficial attention.

Day 85; Wednesday, 30 September 2015:

A similar change to the one ongoing currently will be seen in a matter of just a couple quick months. With the start of the Holiday season, a new festive mood will take over (if it has not already, within shopping centers and newspaper advertisements alike!). Much like the contented sense of completion brought on by the Fall, the Holidays season at the end of every year brings a heavy sense of nostalgia and sentimentality, both toward the accomplishments of the year, and of one's life. Frequently, we are presented with the vintage Claymation works of *Rudolph the Red-Nosed Reindeer* and *Santa Claus is Comin' to Town*, vestiges of Christmas past through movies such as *A Christmas Story*, and a classical "Norman Rockwell"-esque visualization of the season. Museums, archives, and historical bodies of all types can greatly help to feed this love for the past at this time of year, and frequently do. House museums are known for exhibitions of their domiciles in period Christmas presentation, and other museums frequently display toys, decorations, and greeting cards from the past. This same type of festive application can be applied to Thanksgiving and New Years', as well, ensuring that the publicity to be gained through a historical presentation of the Holidays lasts through a greater portion of the wintertime.

Day 86; Thursday, 1 October 2015:

The change in season can also give cause for more serious preparations as well, especially in the fields of preservation, cultural resource management, and archaeology within public history. Specifically, tasks which much be undertaken in order to prepare an outdoor site for the frigid wintertime weather are a prime example. These sites, whether archaeological or architectural, can be susceptible to such extreme weather, and might require any matter of weather-proofing measures in order to ensure their survival through the winter and into the following year.

Day 87; Friday, 2 October 2015:

Another avenue for entering the public eye, as discussed on multiple occasions previously, is through the vein of social media. The current digital “life line” of many worldwide, this computerized broadcasting provides an unprecedented method of hosting a colossal, global audience, usually for little-to-no cost to an institution or organization. One current way in which to entertain this audience (nearly continually) utilizing this service is to play one’s posts off of topics which are then “trending” or otherwise popular. For instance, the 60th anniversary of the death of Indiana-native and famed Hollywood actor James Dean was commemorated this past Wednesday, 30 September. The Indiana Bicentennial Commission, alongside innumerable other organizations, made certain to relate their posts of the day to this topic, which began trending through the social media outlet Facebook. Often, “hashtags” – a modern incarnation of a uniting saying or slogan – are assigned to these topics by those posting about the event, occasion, or news story, whether originally or subsequently. Once a topic begins trending, eventually appearing within trending topic lists which are so frequently featured on social media sites, these “hashtags” allow the message or information associated with them to reach even further.

Day 88; Monday, 5 October 2015:

Planning the individual phases of a project, architectural or archival, into the arrangement which makes the most logical sense and which ensures the utmost proficiency and quality can be an incredibly rewarding experience on its own. Entering each of these new phases of a project, however, can prove equally or even more so satisfactory. Each week in the remaining one month of my internship has now been prospectively planned concerning the tasks which have yet been completed in the processing of the Wright, Porteous & Lowe collection. With luck, the remainder of my time as an intern – roughly the last 25% - will prove the most productive thus far.

Day 89; Tuesday, 6 October 2015:

As the future of archival science slowly encroaches, a number of concerns arise. Particularly, those of the procurement, maintenance, and handling of “born digital” materials, or those future artifacts which originate in a technological, digital format instead of the more traditional material format which archivists are so accustomed. Beyond the various technological formats (many of which, in the Information Age of the last two decades, are already far obsolesced or “antiquated”) in which these “born digital” pieces may present themselves, archivists must consider how to maintain their accessibility, presentation, and digital stability. As well, the products of these files – their “print outs” in various iterations – must also be successfully preserved, in the event the technology to produce them cannot be properly maintained or repaired.

Day 90; Wednesday, 7 October 2015:

Two forms of “appraisal” exist within the realm of archival science. First, and more commonly known, is the fiscal definition of “appraisal”. This financial form may occur prior to the donation of a particular piece or collection, in which the donor seeks to ascertain the true value of their material for taxation and/or selling purposes. Of course, as financial markets and the value of artifacts undulate, these appraisals must be periodically updated or redone. Secondly, and pertaining more directly to the job of the archivist, is the materials and/or academic form of “appraisal,” in which a historian, archivist, or curator seeks to determine whether the intellectual properties of the material to be donated or purchased is relevant or significant enough to the archive or museum’s mission or field of study.

Day 91; Thursday, 8 October 2015:

Again today, I was reminded of the high importance of a solidly organized work space, but also one which can “morph” or otherwise be reconfigured to meet the differing demands or form more efficient system for separate projects or project phases. As well, in regards to the size of certain artifacts, historical documents, and other large materials, it is similarly beneficial to have an area which provides for ample space to carefully sort, process, and organize them. This is especially the case pertaining to “rolls” architectural documents, which are frequently awkward to handle due to their wide dimensions and combined weight.

Day 92; Friday, 9 October 2015:

Despite the daunting task of processing and cataloguing which attaining new materials can create, the academic and intellectual advantages which they lend provide a much greater thrill. Each time an archive garners historic books, drawings, and other works, a unique learning instance is given to the archivist appraising them, and later to the patrons who will handle these materials and conduct their research from them.

Day 93; Wednesday, 14 October 2015:

“Brainstorming” sessions, or time otherwise taken to generate and design new ideas, can often be the rewarding and creative of any within a professional setting. These opportunities allow our minds to “reset” in a certain manner, and allow our constructive abilities to shine brightest. Such experiences can be used in the initial design of a new museum or archives exhibit(s), digital interfaces, advertising, and other various productions. Such creativity may also arrive at any moment; a true professional is always certain to record new and fresh ideas whether within or outside their office, either on a scrap of paper, or through the various notetaking methods described only recently in these entries.

Day 94; Thursday, 15 October 2015:

Various professional “habits” which one should seek to learn and adopt can quickly become second nature. For instance, new public historians – particularly archivists – may need to “kick” the habit of utilizing pens for writing notes, collection entries, et cetera, and instead adopt the habit of not only using pencils alone, but also the use of only particular kinds of pencils (mechanical pencils possess some advantages over their traditional cousins), paper (always acid-free for official archives work) and even erasers (often, latex erasers can leave a residue, or simply be too harsh for regular use). These changes and tendencies can be odd or difficult in becoming routine, but soon seem second-nature and make working as a professional much simpler. As well, adapting to the particulars of the software systems, records catalogues, and other organizational methods employed by a certain archive or institution may be similarly daunting, but also quickly make the day’s work much easier.

Friday, 16 October 2015:

Day off; course assignments/projects work.

Day 95; Monday, 19 October 2015:

“Tedious” is the operative word which frequently comes to mind considering the routine tasks which any archivist might prepare to undertake. “Careful,” “cautious,” or “calculating,” however, may be more appropriate, and more accurate, to describe these day-to-day activities. Whether in transferring materials between locations, preparing the same kinds of materials for exhibition, or even simply in retrieving it for a patron, an archivist uses the utmost care and attention in their handling of the object, documents, or artifact. To the average patron or layman, alternatively, this cautious handling might seem a bit slow or monotonous; to many – myself included, in my first interactions with archives a few years ago – this translates not into care and caution, but it a process which seems to take entirely too long and extremely over-done. The archivist’s perspective must be considered most highly in this situation, of course. The attention paid to detailed care for an object and a “slow and steady” pace in its handling ultimately ensures a longer lifespan and, thus, an increased use of the artifact over the long-term.

Day 96; Tuesday, 20 October 2015:

Contracting others to handle and work with materials stored in an archive, museum, or other historical institution can often be an anxious and uncertain task. Hiring firms or other outside bodies to perform the digitization, cleaning, or repair of historical items is a complicated task, and one which an archivist, curator, or other public historian must be well-informed and able to account for the accolades, capabilities, and responsibilities of such firms. To complete such a project, the materials must be recorded, handled carefully in their transfer between institutions, and maintained properly within changing environments. Their time outside of the museum or archive must be well-documented, and the progress of the work performed on them steady and satisfactory. Upon the completion of the work performed by the contracted service, the same care must be taken to ensure the material's safe return.

Day 97; Wednesday, 21 October 2015:

Continuous use of the materials in an archive's collections ensures that issues found within them are taken care of in a prompt manner, which (in-turn) may increase the longevity of the materials and improve their organization. Torn or otherwise damaged folders, files, and boxes, discrepancies between written and digital catalogs, and improperly stored materials may all be discovered this way, and taken care of more punctually.

Thursday, 22 October 2015:

Day off; projects/mid-term exams work.

Day 98; Friday, 23 October 2015:

Reorganizing and rearranging historical materials – within the Drawings + Documents Archive specifically, architectural delineations and documents – can be a simple and routine task, but one which – in any archive – requires a careful attention to detail and even recording, usually within a tabulation sheet of some kind. Creating new folders to replace old ones, for instance, is nearly the easiest task which any archivist might face in their work. This process, however, can quickly go awry if proper notes are not taken, and create exponentially more work for the archivist. It is important to document both the title and accession number of each piece of material within a particular folder, and to ensure that exactly these contents, no more and no less, are re-filed correctly within a certain collection or collections.

Day 99; Monday, 26 October 2015:

Perhaps the greatest foray into the professional world comes from the benefits to be had from an internship. For the last five months, I have enjoyed these benefits, which have daily given me new insights. Many of these have been recorded herein, but the pure advantage of the internship rests in the speed at which this new knowledge has been garnered, something evidenced but undiscussed. In no other way, through reading professional essays, articles, or texts, or in attending workshops and conferences, can such professional tact and skill be learned as quickly, and so thoroughly.

Day 100; Tuesday, 27 October 2015:

One of the greatest feelings – whether as a working professional or “lowly” intern – is to receive increased levels of responsibility while working in the field. Of course, this perspective is derived from an individual with only a survey-level experience working within his desired field, instead of an individual who has been dedicated for a number of years (or within a number of positions, or both) and thus, might carry different sentiments toward the increased burden of greater responsibilities over time. Digressing, however, the knowledge that the success of a facet of a project or a project in its entirety, of a task set immediately before you, or in completing a particular phase of your work is entirely your responsibility (and ultimately, your own doing) is an incredible feeling to be sure.

Day 101; Wednesday, 28 October 2015:

Proficiency in inter-personal communications and professional collaboration is a valuable talent to possess in any field. This applies especially to that of history, where such teamwork and communication is necessary both in the design of new and exciting exhibits, the review of academic articles, and in the presentation of an individual historian, group, team, or institution within the realm of publicity. Often, these simple, quick, or even humorous exchanges might be found to have the potential to launch effective, lasting, and very serious events, articles, or campaigns.

Day 102; Thursday, 29 October 2015:

Environmental controls are a constant concern of any archivist, whether working in or away from their office. Traditionally, an analog thermostat and hygrometer were (and are, in their modern incarnation) the choice of archivists everywhere, used to measure for the critical temperature and relative humidity levels within a confinement which might affect the materials therein. Today, due much in part to a rapid advance in computer technologies, digital versions of these instruments have become available, and are beginning to prove much more intelligent than their simpler predecessors. Even the rather basic thermostat used to control the HVAC system(s) of a particular structure are now highly programmable for even the slightest temperature changes, and frequently also measure the humidity of the same area.

Day 103; Friday, 30 October 2015:

New discoveries in any form make for extremely excitable moments. Relating to the work of public historians, these discoveries do not necessarily stem from the adventure-laden, death-defying business of the likes of Indiana Jones and Laura Croft. Rather, they may be attained through new academic insights, the skills learned in professional workshops, and the knowledge acquired at any particular level of study. Even still, perhaps the most satisfying of all are the materials, artifacts, and documentation we uncover in their primary form; those objects which most closely resemble the bits and pieces which form the overall “time machine” effect of an archive or museum. While less romanticized than the popular Hollywood portrayals, these discoveries, whether made in attics or basements, old buildings, collections, or estates of all sizes, specializations, and locales, they are never-the-less as exciting as on the silver screen.

Day 104; Monday, 2 November 2015:

Research is of the utmost importance toward any decision, whether within or outside one’s professional realm. Being educated while making any critical choice, or even in estimating a course of action in an unfamiliar situation, can make the difference between acceptable results and great outcomes. In either purchasing a new car, designing a new exhibit, purchasing and mortgaging a home, or writing an academic journal submission, thorough research and the resulting knowledgeability are the greatest assets which one can possess. The discipline of history – in its truest form, an honest discipline, and not simply a field of work – can teach an individual the necessary skills for research of the highest caliber, a resultant ability to compose prose of a similar quality, and the ability to lead, whether individually or as the head of a team.

Day 105; Tuesday, 3 November 2015:

The truest kinds of research – and the truest forms of prose and intellectual argument – are derived from the various sorts of primary resources which an archive affords to its patrons. The ability to access, digest, critique, and infer from these materials in order to produce secondary sources, whether in the form of journals, texts, or even novels of historical fiction, is truly the basis of study within history, as well as the dream and fundamental role of the historian. It places an individual, whether trained in the discipline of history or not, in the “driver’s seat”; to take from a font of perhaps the most unbiased and unadulterated information available the information one needs in order to make similarly pure decisions and judgements. This is, in some cases, why particular historians prefer paralegal sciences, and why other involved in other, related sciences – certainly those archival and curatorial – are so rather eager to share the information which they have learn as a historian and researcher.

Day 106; Wednesday, 4 November 2015:

Reviewing historic documents can not only teach us a great deal about the past, but also teach us about ourselves, in regards to our own aspirations, likes and dislikes, and values. Through this introspection, they may also inspire the ways in which we think, talk, and act in our own future. While their contents can frequently grant us just shy of a true pictorial representation (in the days of the 19th Century, possibly a Currier and Ives print or video footage from the last Century) these letters, professional correspondence, and communiques can give us an intimate insight into the past decades. Those of the last half-century, perhaps, are the most directly relatable to our way of life today, and can show us the societal and/or technological disparity an otherwise short period of time certainly produces. Reading, reviewing, and comparing the written works of our predecessors with those of our own today can quickly illustrate ways we might improve our own presentation or prose to a higher professional standard.

Day 107; Thursday, 5 November 2015:

When working with patrons, it is important to quickly and correctly assess the level of experience which they have within an archival setting. This familiarity, or lack thereof, can greatly assist the archivist themselves with where to start in the patron's search, which avenues may need to be further explained and, subsequently, explored. Finally, the relevance of materials discovered within the archive, its database, or other outlets may need to be explained to the patron, so they realize the significance of the material to achieving their research goals.

Day 108; Friday, 6 November 2015:

The depth of knowledge which a particular patron possesses, whether from the length of their time in academia or a familiarity with the subject they are researching, is another valuable measurement which an archivist might estimate. In an instance similar to knowing of their own former experience within an archive, assessing an individual's knowledgeability in a particular line of study can make all the difference in tailoring a patron's visit. For instance, the visit of a patron with their doctorate in a related field of study, that of a fellow archivist, curator, or historian, or that of a student studying a particular topic for a class will all be configured differently – not in what materials are found or the courtesy extended to the guest themselves, but by the methods in which the materials are explained, their significance described, and their interconnectedness understood.

Day 109; Monday, 9 November 2015:

Occasionally, a visiting patron to an archive will be unsuccessful in their search for material within the collections of a particular institution. While this is inevitable from time-to-time regardless of the size or extents of the archive in question, there are certain courtesies which can be extended to these unfortunate guests. The greatest is a search for their desired materials elsewhere, albeit remotely (now made easier through the availability of online databases for many various archives); or a suggestion toward where said materials could be potentially located if remote access is not available. Oftentimes, for a smaller archive, state or local historical societies, the National Archives, or county museums might be viable alternatives in the search for information.

Tuesday, 10 November 2015:

Day off; Illness.

Day 110; Wednesday, 11 November 2015:

An archive might also note events, their occurrences, as well as other anniversaries and commemorations significant to the materials contained within their collections. This can help not only to plan for an influx of patrons interested in these related materials during certain portions of the year, but might also assist in the creation of publicity campaigns and in determining at which points to display or otherwise highlight this same material. For instance, the 40th anniversary of the sinking of the *Edmund Fitzgerald* upon the Great Lakes was commemorated throughout much of Michigan and the nation just yesterday, 10 November 2015. In their own form of honoring those lost, the National Archives was certain to post images of artifacts which they possessed related to the tragedy (all in a manner of good taste and tactfulness), which the those of American public logged into social media might be interested in viewing. Of course, this might also secondarily spur, or help to increase, the flow of patrons into the National Archives seeking to review these documents and others related to them during the “Witch of November.” Illustrated here is yet another of the many benefits to be had from pre-planning, due diligence to the relevance of a collection’s materials, and proactive, well-executed social media campaigns.

Day 111; Thursday, 12 November 2015:

Of course, commemorating national events, holidays, and commemorations can complement an archive's efforts in the same way. It would be remiss – and frankly, extremely disrespectful – for instance, for any historical institution to overlook such a national event as that of Veteran's Day, commemorated just yesterday, 11 November. Celebrating those national treasures which we have been so fortunately blessed – especially our freedoms and personal liberties, and the incredible individual fighting to protect them – as well as the obstacles our nation has overcome and the victories we have achieved, is of the utmost importance on this annual commemoration. Historical institutions, which seek to protect the proof of these achievements, should be willing and ready to take on an important role in this national celebration, and others like it.

Day 112; Friday, 13 November 2015:

Variations in temperature can wreak havoc on environmental conditions within and outside of an archival or museum space. Recently, outdoor temperatures and relative humidity levels have experienced severe fluctuations not uncommon for the transition present between the fall and winter months. Temperatures fall to between 20° and 30° Fahrenheit in the overnight hours, and rise alternatively to between 50 and 70° Fahrenheit in the daytime hours. This results in similarly drastic undulations in humidity levels, however slight, from these exterior changes surrounding an interior space. As well, those museums and archives which experience a significant flow of patrons in-and-out of their own space may be required to account for the fluctuations caused by an increased rate of air exchange through opening and closing doors, most importantly during the extreme temperatures which occur during the summer months of July and August, and winter months of December and January.

Day 113; Monday, 16 November 2015:

This selection begins what will be the last week of entries for my internship within the Drawings + Documents Archive at Ball State University. As of this coming Friday, I will have successfully amassed the 450 hours work necessary to complete my 9 hours of academic credit required by this portion of my Public History (History, Option 2) undergraduate work in Muncie. This experience has been an incredibly rewarding one, as I have learned an immeasurable amount more about the field of archival science over the last 6 months. Within this field, one learns the interconnectivity of networking between the various “sub-fields” which historians might work within, the interesting (and frankly, ironic) dichotomy between history and technology, the integration of the latter within the former and the severe importance of this integration, especially within the context of the modern age. Social media, evolving archival databases and other online record-keeping systems, and the ever-present need for publicity and marketing to a larger and more engaged audience are all central advancements and/or potential concerns in regard to these technological concerns. The young historian, archivist, curator, preservationist, conservator or librarian of today would be wise to pay heed to this technological evolution, and its growth over their time as a working professional.

Day 114; Tuesday, 17 November 2015:

The experience of working within an archive, either as a lead or assistant archivist or even simply an intern, can also provide an introspective look into one's own self. As discussed previously, the hours spent by many archivists include many tasks which could be defined as "tedious" – albeit extremely rewarding, when the task is through and a new collection, or record, or portion of a database is complete – those which, once a routine is established which satisfies the goals and attention which each task properly requires, often become muscle memory. In these hours, however, a new and deeper psyche seems to develop. The thoughts which one might mull over in these routine hours can easily become those meditations which produce the ideas necessary to streamline an archive's processing procedures, create its newest advertising campaign, or design the next collections exhibit. Alternatively, these thoughts might also be those quickly disposed, marked as redundant, outlandish, or illogical. In either instance, these ideas, when conjured, should be written down when they occur, to be later evaluated and/or implemented. The young historian, archivist, curator, preservationist, conservator or librarian of today would be wise to carry a small notebook with them at all times, alongside a couple of writing utensils (preferably one with plenty of red ink) for marking the inevitable scratch-outs, checkmarks, and exclamation points to be jotted informally beside them.

Day 115; Wednesday, 18 November 2015:

The development of new ideas, creations, and methods are all also spawned from the initiative which archivists and other historians must take in their work. This initiative powers, somewhat subconsciously, the ideas conjured while otherwise working on other projects and processes, the connections made in reviewing scholarly articles, reading textbooks, and attending professional workshops, the knowledge which comes from them, and the application of each of these to the science of the field. In other ways, it is the empowerment archivists and curators feel to constantly improve the patron experience and their organizational methods, whether on- or off-line. The young historian, archivist, curator, preservationist, conservator or librarian of today would be wise to maintain a healthy level of initiative in their day-to-day work, and to make certain the results of this initiative stand to improve their organization and/or institution both immediately and in the years beyond their involvement within.

Thursday, 19 November 2015:

Day off; course assignments/projects work.

Day 116; Friday, 20 November 2015:

Carol Street, mentor and supervisor during my internship, has a number of small notes and quotes dotted about her office which aid her in keeping the goals and methods which she seeks to employ, as a professional archivist, in improving her archive. One of these, written onto a Post-It™ note and prominently placed on the frame of her computer monitor, reads “Transactional or Transformational,” a thought posed as a question. It refers to the two major ways in which the patron experience within an archive, specifically the Drawings + Documents Archive, can be formed. Transactional experiences are arguably the most common, in which a new patron arrives with the specific information and/or information they are looking for in mind beforehand, or a patron, familiar with an archives, returns routinely as a regular customer. These exchanges often involve a simple transaction, in which material is requested, material is retrieved, and the needed information extracted before the patron leaves, usually easily satisfied with the experience. Transformational experiences, however, *can* be more rewarding for patron and archivist alike, in certain situations. These exchanges are most easily accomplished by introducing new patrons to the archives experience for the first time, teaching groups and individuals about an archive, including its purpose and contents, as well as informing new and regular patrons alike about different ways and unique outlets by which to research their own subjects. These experiences transform the patron's archive experience, perhaps encouraging them to look to others for future investigations. The young historian, archivist, curator, preservationist, conservator or librarian of today would be wise to consider the patron experience in all facets, and to evaluate whether this experience is of a *transactional* or *transformational* nature.

Day 117; Monday, 23 November 2015:

Of course, none of the previously mentioned themes of working professionally within an archive are worth the words used to explain them if these same professionals do not derive a strong sense of enjoyment, and even some degree of fun, from the work in which they are performing. Each Public Historian chooses this field – and their respective subfield within it – from a personal consideration of which position in public history they might find most rewarding. Often, the position seen as most rewarding is not necessarily that from which the prospective historian might experience the largest financial return (though this might certainly become a critical consideration!), but instead, the position which offers the most enjoyable type of work. Curators, archivists, scholarly historians, professors, interpreters, cultural resource managers, librarians, preservationists and conservationists, though working and corresponding closely together in the type and field of work in which they find themselves, are all wired differently; nearly every individual holding these types of positions, more so, can garner their overall fun from any combination of any number of perspectives toward the work which they themselves conduct. In any case, this consideration is of supreme importance, as even the most detached professional – regardless of their field – will be willing to tolerate a lack in reward over the long-term outlook. Those who do (and they do exist, of course) might easily find, at the end of their working life, an overwhelming emotion of dissatisfaction with their experience. The young historian, archivist, curator, preservationist, conservator or librarian of today is wise to derive a healthy, professional, and appropriate degree of fun and enjoyment from his or her work and accomplishments as a public historian.

Day 118; Tuesday, 24 November 2015:

Simply put, *this is it*. This is the final entry, the one-hundred-and-eighteenth, of my internship experience whilst working within the Drawings + Documents Archive at Ball State University, and I must say it has been, in every sense of the word, an absolutely invaluable one. I have completed the 450 hours of work necessary for the 9 hours credit mandated by the last of the Public History program requirements. Today, Carol congratulated me as we reviewed the intern evaluation which was to be completed at the end of my time as an intern. All-in-all, the feeling of accomplishment which accompanies this achievement is of the incredible sort – a huge pat on the back and a realization of the difference which I have made in my six months working within the archive. My time interacting with the archive, working with Carol, and collaborating with the graduate students, assistants, and instructors, however, should not – with all the best intentions in mind – come to a close as a registered student for the better part of another year. The network built within the confines of the Drawings + Documents Archive is similarly invaluable, and should go on to serve me long after my time at Ball State University has ended. I look forward anxiously and eagerly to working with Carol, the Libraries' staff, and the wonderful collections which I have gotten to know, each in a certain degree of detail, for many years to come. The work of professional archivists, interns, assistants, and students alike will certainly promote and/or guarantee the preservation and safekeeping of these same materials well into these future years.

Day 119; Monday, 30 November 2015:

Well, that was *supposed* to be it. Now this, my one-hundred-and-nineteenth day, has been, and just a day before the month of December, 2015. I have finished my very last hour of work for the Drawings + Documents Archive, and realized – no matter how seemingly prepared – the true professional within any field must understand that he or she cannot always prepare for every possible occurrence in their own occupational routine. Occasionally, the unaccounted for (either discovered through thorough double-checking or further research) occurs, and in these moments, the true nature of the professional in question will show through. They must be prepared to handle such random and unplanned events – and, in those of a serious or otherwise critical caliber – display the utmost candor and composure under an elevated level of stress. Finally, as is an excellent consideration for any occupational scenarios, they must be certain to handle the unexpected in stride, perhaps even finding humor in the events which may have led to these kinds of situation.

Appendix A

Photographic Log



Wednesday, 20 May 2015:

Setting up my processing workspace in the "Gallery" on the Architecture Building's first floor. I would remain in this workspace until 5 August 2015, at roughly the half-way point of my internship, when I would move to the Drawings + Documents Archive annex. This view is facing east.



Wednesday, 20 May 2015:

Setting up my processing workspace in the "Gallery" on the Architecture Building's first floor. I would remain in this workspace until 5 August 2015, at roughly the half-way point of my internship, when I would move to the Drawings + Documents Archive annex. This view is facing west.



Wednesday, 20 May 2015:

Setting up my processing workspace in the "Gallery" on the Architecture Building's first floor. I would remain in this workspace until 5 August 2015, at roughly the half-way point of my internship, when I would move to the Drawings + Documents Archive annex. This view is facing northwest.



Monday, 8 June 2015:

This series of photos from early June shows the type of work and typical condition of my "Gallery" work station as I worked to process the collection of the firm formerly known as Wright, Porteous & Lowe. This view is facing north.



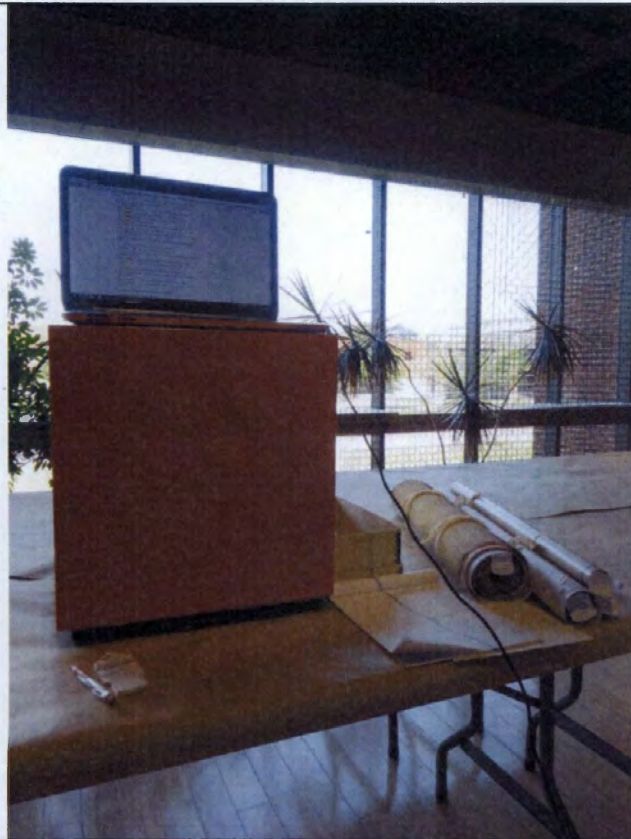
Tuesday, 9 June 2015:

This series of photos from early June shows the type of work and typical condition of my "Gallery" work station as I worked to process the collection of the firm formerly known as Wright, Porteous & Lowe. The drawings shown are those of the Walker Theater in Indianapolis while being renovated in the 1980's. This view is facing northwest.



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Wednesday, 10 June 2015:

This series of photos from early June shows the type of work and typical condition of my "Gallery" work station as I worked to process the collection of the firm formerly known as Wright, Porteous & Lowe. This photograph displays the online cataloguing, tagging, and note-taking tasks which were all part of the processing work. This view is facing north.



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Tuesday, 23 June 2015:

This photograph illustrates my assistance to a patron visiting the Archives in late June, seeking to locate plans of her own home. With her help, we were able to locate the plans, discussing the attributes and details either lost or retained by the home, and helped the patron to order digital scans of the original plans, which I subsequently made and sent to her electronically.



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Friday, 26 June 2015:

This series of photos from late June shows the type of work and typical condition of my "Gallery" work station as I worked to process the collection of the firm formerly known as Wright, Porteous & Lowe. These were taken during a rather rainy week, darkening the Gallery enough to prominently show the lighting equipment which I utilized during said processing. This view is facing northeast.



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Wednesday, 29 July 2015:

This series of photos from late July show me in the final days of work within the Architecture Building first-floor Gallery. Here, I am reviewing architectural drawings from the collection of Wright, Porteous & Lowe, collecting the various pieces of information necessary to correctly process the material, cataloguing it online and tagging it for archival storage. This view is facing southwest.



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Wednesday, 5 August 2015:

This series of photos from early August illustrates loading the catalogued and tagged architectural drawings for transport to my new workspace at the Drawings + Documents Archive annex. This is the completed "Second Round" of material, making this the fourth instance in which I transported material either from or to the Archive annex.



Wednesday, 5 August 2015:

This series of photos from early August illustrates loading the catalogued and tagged architectural drawings for transport to my new workspace at the Drawings + Documents Archive annex. This is the completed "Second Round" of material, making this the fourth instance in which I transported material either from or to the Archive annex.



Wednesday, 5 August 2015:

This series of photos from early August shows the deconstruction of the "Gallery" workspace over the course of the work day on 5 August 2015. The move out of this area came exactly at the mid-way point of the course of my internship, and marks the official move of my processing operations to the Archives annex.



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August, 2015:

My new primary workspace over at the Archives' annex, marking the official move of my processing operations to the Archives annex.



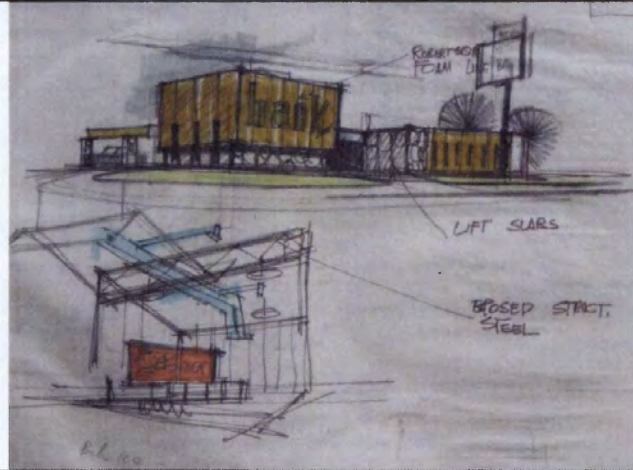
Monday, 26 October 2015:

This series of photos from late October shows the results of the official move of my processing operations to the Archives annex, where I had been processing successfully for nearly two months.

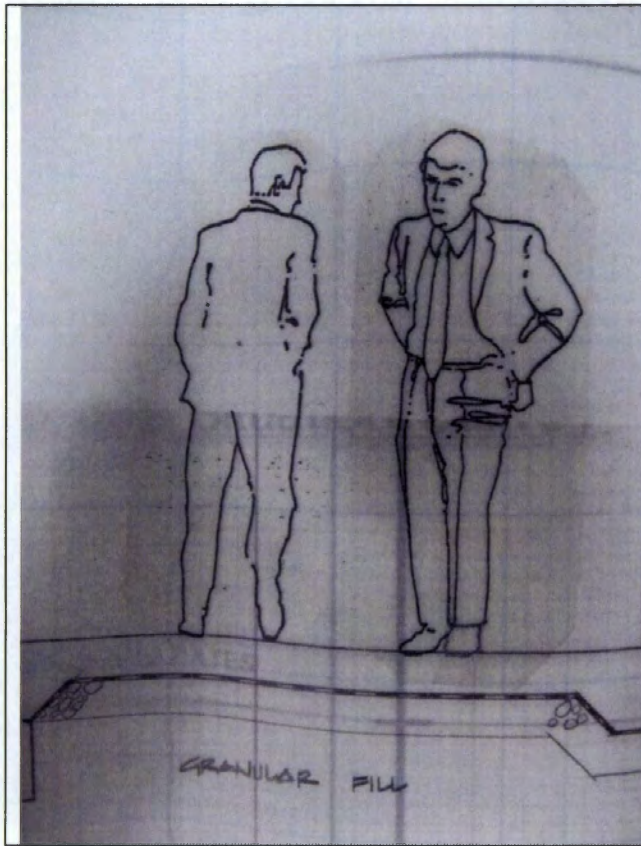


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A photograph of one of my favorite (hand-crafted) renderings which I ran across in my processing of the Wright, Porteous & Lowe, Inc. collection.



A photograph of one of my favorite (hand-crafted) renderings which I ran across in my processing of the Wright, Porteous & Lowe, Inc. collection; it shows a rather strict looking figure in a standing pose.